

Robeson County Public Library

Meeting Area Policy

Meeting Areas

The Robeson County Public Library welcomes community engagement. As a service to the community, all RCPL meeting spaces are available for reservation when not in use by the Library. RCPL sponsored or cosponsored events take priority over all other reservations.

Locations

RCPL – McLean Room

RCPL – Osterneck Auditorium

RCPL – Garden

Pembroke Public Library Meeting Room

Gilbert Patterson Memorial Library Auditorium (Maxton)

Annie Hubbard McEachern Library Meeting Room (St. Pauls)

Meeting Area Use

The Library offers meeting rooms for the following groups:

- **Community Groups** - non-commercial and non-profit in nature.
- **Non-Profit Groups** – must provide a copy of organization’s 501(c)(3) status.
- **For-Profit Groups or Individuals** - commercial, businesses, or private organizations established either for for-profit purposes or for non-profit, non-charitable purposes.
- **Government Offices** -local, state, or federally sponsored events or meetings.
- **Library Partnerships** – groups or organizations with an established partnership with RCPL.
- **Library Cosponsored** – events the Library has agreed to co-sponsor on a case-by case basis.

Library Partnerships

RCPL recognizes existing partnerships with the following:

Robeson County Public Library Board of Trustees

Friends of the Robeson County Public Library

Robeson County

City of Lumberton

Robeson County Partnership for Children

Historic Robeson

Robeson County History Museum

Robeson County Genealogical Society

Rediscover Downtown Lumberton

Robeson County Reading Council

Southeastern Regional Medical Center

Robeson County Arts Council

Kiwanis of Robeson-Lumberton

Communities in Schools of Robeson County

Library Cosponsored

The Library may consider cosponsoring events for which the purpose is consistent with the mission of the library system. These include supporting education and life-long learning, providing access to reliable information, and enhancing the economic vitality of the county. Approval is at the discretion of the Library Director.

Exclusions

The Library will not cosponsor or allow meetings that have the intent of expressing singular religious or political beliefs. The meeting areas are not available for use for private or class social functions. Some examples include, but are not limited to birthday parties, weddings, wedding receptions, bridal showers, family or class reunions, or individual or personal fundraisers.

Guidelines for Meeting Room Use

- Unless reserved as a private meeting, events and meetings must be free and open to the public.
- Private use of the garden is not available due to handicap accessibility for library patrons.
- Meeting areas are available on a first-come, first served basis.
- Reservations are limited to six (6) months in advance. Library Partnership and cosponsored events may make reservations up to twelve (12) months in advance.
- Reservations must be made at least 72 hours in advance.
- To ensure that meeting areas are available for a variety of groups, RCPL may limit the frequency and length of reservations.
- Users of the meeting area must follow all library policies.
- Meeting area usage must not disturb normal library operations or the use of the library by others.
- Meeting areas are only available during regular library hours and must be vacated 30 minutes before the library closes.
- Meeting areas will be left in a clean and orderly condition. Room arrangement will be the responsibility of the reserving group and must be left in the same arrangement as found.
- RCPL is unable to provide storage of materials for groups or individuals using the area.
- Each reserving group is responsible for providing their own presentation equipment.
- Library cosponsored and partnership events must clearly indicate the library's affiliation on advertisements related to the meetings or events. The Library will gladly provide its logo.
- An adult (18 years of age or older) contact person is required for each reservation. This person will assume responsibility for a group's use of the area.
- An authorized adult representing the reserving group must remain on the premises for the duration of the reservation.
- The Library reserves the right to cancel any reservation for any meeting area by giving three (3) day's notice to the reserving party by telephone message to the number given on the reservation form. Likewise, a reserving party may cancel a reservation by giving three (3) day's notice to the library by telephone. If properly cancelled, all fees paid by the reserving party will be refunded.
- Alcoholic beverages or smoking are not allowed in any meeting area.
- Complaints may be submitted in writing to the Library Director.

The Library Director for events sponsored by Library Partnership groups or co-sponsored by the Library may grant exceptions to these guidelines; the guidelines do not apply to Library use. Priority for use of meeting areas is given to RCPL for Library and Library-related business.

Robeson County Public Library reserves the right to deny use privileges should any abuse of this policy occur. The Library, its Director, staff members, or Board of Trustees may not be held liable for any damage, loss or bodily injury occurring to persons or property affiliated with the scheduled event or meeting. Meeting area users will be held liable for any damage to or loss of library property in relation to their event or meeting.

Reserving a Meeting Area

1. A complete reservation request form must be submitted to the Library Director's office. If the reserving individual or group requesting the reservation is or represents a non-profit organization, proof of 501 (c)(3) tax-exempt status must be attached.
2. All applicable fees must be paid at the time of reservation. A reservation will not be placed on the calendar until fees are paid.
3. Fees and rates vary depending on the facility, reserving group status, and intended use of the space. If food is served, additional fees will be charged. When food or beverages other than water are served there will be a \$125.00 fee plus a refundable \$200.00 deposit to insure the area is left in a clean and satisfactory condition. Food and beverages are not allowed in the McLean Room.

Fees for Community or Non-Profit Groups

- Free – Meetings/Events that are free and open to the public in any meeting areas.
- \$15 - Meetings/ Events that are private in any of the meeting areas.
- \$50 – Fundraisers for Non-Profits held in the Osterneck Auditorium.
- \$125 fee plus a refundable \$200.00 deposit – Food served in the Osterneck Auditorium.

Fees for For-Profit Groups or Individuals

- \$25 – Meetings/ Events that are free and open to the public in meeting areas, excluding the Osterneck Auditorium.
- \$100 – Meetings / Events that are free and open to the public in the Osterneck Auditorium.
- \$50 – Meetings / Events that are private in meeting areas, excluding the Osterneck Auditorium.
- \$125 – Meetings / Events that are private in the Osterneck Auditorium.
- \$125 fee plus a refundable \$200.00 deposit – Food served in the Osterneck Auditorium.

Library Partnerships, Cosponsors, and Government Offices

- RCPL does not charge fees for meetings/events the Library cosponsors or events held by Library Partnerships or Government Offices.

Robeson County Public Library

RENTAL AGREEMENT

This is a rental agreement between the Robeson County Public Library (RCPL) and

_____, the reserving party.

Address: _____ City _____ State _____ Zip _____

Telephone number: _____

Type of Reserving Party:

Please Circle One - Community / Non-Profit / For-Profit / Government / Partnership / Cosponsored

Event / Meeting Type: _____

Will this event/meeting be free and open to the public? Please circle one - Yes / No

Will food be served at this event / meeting? Please circle one - Yes / No

Meeting Area: _____ Date of Use: _____

Time of Use From: _____ to _____

Please Initial on the Lines Below

_____ I am an authorized person to execute this rental agreement on behalf of the reserving party.

_____ I understand that if a check is used to pay a rental fee and is returned to RCPL for any reason, the event will be cancelled automatically and the Library will notify me at the phone number listed.

_____ I agree to pay any applicable fees and understand there are additional fees for serving food. I understand any applicable fees are due at the time the reservation is made.

_____ All meeting areas will be locked by library staff 30 minutes prior to the library closing.

_____ I have read and agree to the Meeting Area Policy.

_____ I am a non-profit organization and have attached a copy of my 501(c)(3).

Date: _____

Reserving Party - Authorized Person

RCPL – Authorized Person

Approved by the RCPL Board of Trustees on November 14, 2018

RCPL STAFF ONLY

Fees Due: _____

Date Paid: _____

Method: CASH / CHECK

Check #: _____

Received By: _____

Reservation: Approved Not Approved

Staff Initial: _____