The Southwest Georgia Regional Library System encourages educational, civic, cultural, and governmental groups to use the Multi-Purpose Meeting Room for meetings.

The Georgia Department of Education, Division of Public Library Services, requires that the multi-purpose rooms in the buildings they assist with funding abide by the following regulations:

1. No meetings are held in them for the purpose of making money, or by any money-making groups or to train or demonstrate to their advantages.

2. That no person or group of persons books it for more than a month at a time, such as a club booking it for a year on the second Thursday of each month. Gray areas should be referred to the Southwest Georgia Regional Library System Board of Trustees.

3. No rentals or charges for room allowed except: can charge for cleaning after a meeting and lights, if desired.

By making its meeting facility available, the library does not necessarily endorse the purpose and policies of the groups and individuals using the meeting rooms.

After library operating hours, the Multi-Purpose Meeting Room can only be used by the library, its funding bodies, and library related/sponsored groups.

Library activities have priority over any other group or individual and the library retains the right to cancel a reservation if necessary. Groups needing to cancel a meeting room reservation must notify the library at the earliest possible date in order to free the room for other uses.

Groups may not use the name or address of the Southwest Georgia Regional Library System or any of its locations as the official address or headquarters of the organization.

The use of any audio-visual materials and equipment must be scheduled at the time the room is reserved.

Simple, light refreshments prepared outside the library may be served by group members, provided that arrangements are made in advance, and trash must be disposed of in the dumpster in the parking lot and not in the library receptacles. The person reserving the meeting room is responsible for setting up the room before the meeting and cleaning up after the meeting, putting chairs and tables back the way they were found. Any group using the room must assume responsibility if the privilege is abused or any damage is done to library property.

No smoking or alcoholic beverages are permitted at any library facility.

All state and local fire codes must be observed in addition to all other city and county codes and ordinances.

My signature means I understand and will abide by these policies.

Signature __________________________________________________________________________

Name of Group _______________________________________________________________________

Purpose of meeting ___________________________________________________________________

Approved at SWGRL Board Meeting March 8, 1989.
Revised and approved at SWGRLS Board Meeting January 12, 1994.
Revised and approved at SWGRLS Board Meeting April 17, 2002.
Revised and approved at SWGRLS Board Meeting October 15, 2008
Ratified at SWGRLS Board Meeting January 21, 2009
Reviewed and approved with no changes January 16, 2019

SOUTHWEST GEORGIA REGIONAL LIBRARY
MEETING ROOM REQUEST PROCEDURE

My signature means I understand and will abide by the regulations as given in the Meeting Room Policy Statement.

Applicant’s Signature__________________________________________

Today’s Date______________________

Home Phone______________________ Work Phone______________________

Applicant’s Name________________________________________________

Applicant’s mailing address_______________________________________

Meeting Date_______________ Meeting Time_____________________ 

Attendance Expected__________ Actual Attendance______________

Equipment needed:
_____ Lectern
_____ Screen
_____ Slide Projector
_____ Conference Tables
_____ TV/VCR/DVD Player

Special Requirements or Comments:

Please note: This equipment is to be used within the meeting room and DOES NOT check out. Use tables and chairs in this room in any audience style you wish but please return them to their original position before you leave. Please notify library staff if any equipment in the meeting room is malfunctioning.

DECATUR COUNTY – GILBERT H. GRAGG LIBRARY

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MULTI-PURPOSE MEETING ROOM RULES

- The organization, group, or individual booking the meeting room cannot charge or accept fees of any kind.
- The Multi-Purpose Meeting Room can only be used by the library, library related/sponsored groups, and/or any of its funding bodies after library operating hours.
- All meetings in the Multi-Purpose Meeting Room must conclude no later than thirty (30) minutes prior to closing.
- The organization, group, or individual reserving the meeting room must complete the three page meeting room request form.
- The Multi-Purpose Meeting Room may not be used for private parties or commercial gatherings which advertise a product or service.
- No person or group can book the room for more than one month in advance.
- The person reserving the meeting room is responsible for setting up the room before the meeting and returning it to the state in which it was found.
- No items are to be placed on the wall.
- No cooking is allowed in the meeting room area.
- No smoking or alcoholic beverages are permitted.
- Library staff will not take or deliver messages for meeting participants.
- The meeting room is to be left clean with trash removed to the outside dumpster. Clean the tables, chairs, and the floor. If the kitchen is used, everything should be wiped clean. You must provide your own cleaning supplies.
- If a meeting is cancelled, staff member must be notified as soon as possible so the room may be made available to others.
- Failure to comply with the above rules may result in loss of privileges or the imposition of a $25 cleaning fee, or both.

Last modified September 5, 2017