

Meeting Room Use

The Library Board advocates use of the library buildings and grounds. The primary purpose of the library meeting rooms is to provide a space for library related activities. Community groups and individuals may use the meeting rooms as library schedules and space permit. Rooms are available as a free public service.

Meeting rooms are available on equal terms to individuals regardless of beliefs, race or affiliations. The Library reserves the right to deny facility usage to any group for any program which is inconsistent with the Library's purpose. All meetings must be open to the public at no charge during library hours. Meetings must not be restricted to any particular group. While using the meeting room, no admission may be charged.

The outside space on the Library's property is for library sponsored programs only. The gardens and landscaped areas are not available for non-library gatherings. The same rules of conduct (CUS2 Customer Behavior) apply in the gardens and landscaped areas as in the buildings.

The Director of the Library and his or her designee have the authority to take action and make decisions which are in the best interest of the Chattahoochee Valley Libraries safety and security in the community it serves. Only library-sponsored fundraisers may be held in the libraries.

*The Muscogee County Library Board authorized charging fees for after hours usage beginning at closing time of the library until it reopens. The Columbus Board of Elections will be exempt from this policy when actual voting on election day. Since this is a local issue, it will left up to the individual county Boards to approve any fees for the libraries in their jurisdiction.

**Reviewed and approved by the Chattahoochee Valley Regional Library Board on January 21, 2010
Last Review Date: January 20, 2011**

GENERAL INFORMATION

The Chattahoochee Valley Libraries do not discriminate in making premises available for use on the basis of age**, race, color, national origin, marital status, parental status, sexual orientation, gender, political ideology, creed, ancestry, or the presence of any sensory, mental or physical disability. The use of any of the Chattahoochee Valley Libraries facilities or meeting rooms by any group or organization in no way constitutes endorsement of the policies or beliefs of that organization by the Library.

****Children under the age of 18 are not permitted to reserve meeting rooms. Children may use the rooms if an adult reserves the room and chaperones the group.**

REGULATIONS

1. Regular library activities will have priority for all spaces.
2. A group that wants to use a meeting space must reserve the space online through the reservation system in the case of Columbus Public Library, North Columbus, South Columbus and Mildred L. Terry libraries or with the **Branch Request Form** for the county branches.
3. In the event that a group who has been approved for use of a library meeting room or space cancels its reservation, the cancellation must be made at least 24 hours before the scheduled event. Repeated failure to do so may result in cancellation of the group's ability to reserve library meeting spaces for up to six months.
4. All applications for use of library space will be processed according to the date of receipt of the request.
5. A separate request must be completed for each meeting date requested.
6. A group may book a space up to three months in advance. **A group is limited to one meeting per month** so as to ensure that meeting rooms are available to as many organizations as possible. No group may consider the library its permanent meeting place or use the building as its mailing address.
7. Library staff and any members of the public wishing to attend an event being held by a group may enter the event at any time.
8. No member of a group utilizing library facilities shall receive financial benefit from any activity held on library property. Exceptions to this guideline include:
 - a. Fundraising to benefit the Library, sponsored by the Library Foundation or by the Friends of Libraries or other library-related groups
 - b. The sale of books, cassettes or other items by authors or artists as part of a library program.
9. A group may not reserve a Library space or room during regular library hours for private, social, or family activities (parties, receptions, showers).
10. The Library is available for rental before and after regular library hours. The fees are listed in these guidelines and are per hour with a two-hour minimum at all locations. Early setup for an after hours event will depend on the availability of the room(s) and is at the discretion of the Branch Manager or his or her designee. After hours events must be booked at least two weeks in advance.
11. Users agree to pay the library for any damage to the library or library property caused by any person attending any activity conducted during the applicant's use of the library.

12. Some of the meeting room spaces in the Columbus Public and Mildred L. Terry libraries contain highly sophisticated audio-visual equipment. Basic assistance turning on and operating the system can be provided by designated library staff. For more advanced needs, the library can provide a list of AV technicians who may be hired to operate this equipment for the reserving group. Contracting with a technician is the responsibility of the group requesting use of the room. A group may want to make an appointment in advance of its meeting to go through the operation of the equipment with a library staff member and determine if a technician will be necessary.
13. Some library rooms may be set up in the configuration preferred by the reserving group. The library will provide tables and chairs based on the number of people expected to attend the meeting. Library staff provides basic room setups. If a group changes the setup of a room, the group is responsible for returning the room to its original setup.
14. A group for its event may bring in simple foods, such as finger foods, snacks and non-alcoholic beverages or have their event catered. The group assumes full responsibility for the cleanup of all waste that results from the serving of refreshments during the event.
15. The serving of alcoholic beverages may not take place during regular library hours and requires the approval of the Library Director or his or her designee.
16. Red or purple-based beverages, paint, birdseed, flower petals, confetti, glitter or bubbles are not allowed in any meeting room.
17. No cooking is allowed in any meeting room. Use of crock pots, hot plates, candles, incense, lanterns, or any items that contain a flammable product or that could cause a fire are not permitted.
18. Tobacco use inside library buildings, including meeting rooms, staff rooms, restrooms, or on library grounds is prohibited.
19. Special permission must be obtained for decorating, installing scenery, or moving furniture. No materials may be attached to or mounted to any surface (walls, windows, floors, doors, furniture or fixtures) of the room without prior approval of library staff.
20. All reservations are subject to immediate cancellation if it is discovered that the information given on the request is misrepresented.
21. When deemed advisable by the Library Director, police protection shall be specified as part of the facility use contract. In such case, the contracting organization shall be responsible for furnishing the police protection and paying for the service directly to each police officer employed.
22. The Library is not responsible for items or equipment left in the building before, during or after an event. No group may store its materials at the library.
23. Animals, with the exception of service animals, may not be brought onto Library premises or grounds unless part of a Library sponsored program.
24. The Library reserves the right to take photographs of events for its own records and for

future promotional materials.

Meeting Rooms in the Columbus Public Library

Synovus-CB&T Room

Divisible Room, 122 & 123 contains:

Each room contains a custom podium which houses a dedicated computer with Internet access and Power Point capability, VHS VCR, DVD player, podium microphone, laptop connection, ceiling mounted projector, ceiling mounted speaker system and a Crestron touch screen on the podium that allows control of all AV equipment, lights and sound from the podium. These rooms also have audience floor boxes that allow for additional laptop connections, as well as the use of 8 table microphones. Each room has a wireless Power Point clicker, 1 handheld wireless microphone, 1 lavalier style wireless microphone, and 4 devices for the hearing impaired listening system. When these rooms are combined, the Synovus Room (122) becomes the “master” room, meaning anything being shown on the screen in 122 will also be shown on the screen in the CB&T Room (123). When the rooms are divided, the Crestron touch screen allows the equipment in each room to operate independently.

Auditorium

The Auditorium contains a custom podium which houses a dedicated computer with Internet access and Power Point capability, VHS VCR, DVD player, podium microphone, laptop connection, ceiling mounted projector, ceiling mounted speaker system and a Crestron touch screen on the podium that allows control of all AV equipment, lights and sound from the podium. The auditorium also has a wireless Power Point clicker, 2 handheld & 2 lavalier style wireless microphones, 4 portable microphones for a “head table” discussion on the stage, 2 floor stand microphones for “audience” questions, and 4 devices for the hearing impaired listening system.

Auditorium Control Booth

1. The booth in the back of the room allows for advanced control of the AV functions of the room.
2. The booth has all the main equipment for the room as well as a counter top area for a technician to sit and run special events from the booth.
3. The booth has:
 - a. Widescreen DVD player
 - b. SVHS VCR
 - c. Record VCR and a Record DVD (there are two high quality cameras in the room to allow you to record what goes on in the auditorium)
 - d. Digital Audio recorder
 - e. Audio Cassette Player/ Recorder

- f. CD player
- g. Laptop connection in the booth to project on the screen
- h. Crestron 12" color touch screen in the booth (used to control all aspects of the AV system)
- i. The control booth can send audio signals to 6 lobby speakers to allow for sound to be heard out in the foyer/lobby.

NOTE: Use of the Auditorium control room is limited to authorized personnel only.

The Barbara and David Rothschild II Technology Room

The computer lab contains 10 student computer stations and an instructor computer station. At the Instructor's station, there is a Crestron touch screen, which allows for the control of all of the AV equipment. Each computer has Internet access as well as Power Point capability. The room contains a ceiling mounted projector and a wall mounted speaker system.

Multimedia Room/Video Conferencing Room

The Multimedia room is a state of the art room containing two 60" wall mounted flat screen plasma monitors, a wall mounted speaker system, a video conferencing system with the ability to make video calls over IP or ISDN, wall mounted remote control camera, laptop and computer network connections at the conference table and 6 table microphones. The credenza houses a VHS VCR and a DVD player.

Special Equipment Information – Columbus Public Library

Audio Visual Equipment - Columbus Public Library

The Columbus Public Library encourages groups who will be using the AV equipment in the meeting rooms to make an appointment for a staff member to give them a brief overview of how to use the equipment. Staff is not available to run the equipment during the meeting. Equipment such as the Power Point clicker, table microphones, wireless microphones (lavalier and handheld) and the hearing impaired listening system must be checked out with the Building Duty Librarian or his/her designee. Customers are asked to leave a picture ID (driver's license, military ID) until the equipment is returned. If a group requires the use of the library's more sophisticated equipment, staff can supply a list of technicians approved to operate the equipment.

After Hours Use

1. Library facilities may be used for private events after regularly scheduled library hours for a fee.
2. Financial cost of the use of the library after regular library hours will be paid by the user unless in the Library Board's judgment, special circumstances dictate otherwise. The costs include but are not limited to the following:
 - a. Rental fees
 - b. Service costs
 - c. Equipment
 - d. Custodial personnel
 - e. Security
 - f. Administrative personnel
3. Application and approval for after hours private use must be obtained through the Library Director or his or her designee.
4. Whenever a library is used after hours by another agency or private individual, a library employee must be on site.
5. Activities that allow the serving of alcoholic beverages may not take place during regular library hours and require the approval of the Library Director or his or her designee.
6. All users of library facilities will be required to sign a Hold Harmless Agreement when using library property.

Hold Harmless Agreement

The user/use permit holder agrees to hold harmless the Muscogee County Library Board for any injury or damages to the person or property of any person in the use of said premises or incurred during users/use permit holder's use of said premises and to defend at users/use permit holder's expense, any legal action that may be brought against the Muscogee County Library Board, the Muscogee County Board of Education, the Muscogee County School District or its agents, officers, board members, or employees for personal injury and/or property damage during the period of use.

Alcoholic Beverage Agreement

I understand that the serving of alcoholic beverages requires the prior written approval of the Library Director and is allowed only after regular library hours.

Signature

Date

**CHATTAHOOCHEE VALLEY LIBRARIES
MEETING ROOM FEES**

<i>Location</i>	<i>Seating Capacity</i>	<i>Fee per Hour</i>
Columbus Public Library		
Auditorium	120	\$ 200.00
CB&T-Synovus Meeting Room	100	\$ 200.00
Rotunda/Grand Staircase/Auditorium		\$ 450.00
Multimedia Room	12	\$ 100.00
Barbara & David Rothschild Computer Lab	10	\$ 100.00
North Columbus Public Library		
Large Meeting Room	55	\$ 100.00
Small Meeting Room	10	\$ 75.00
South Columbus Public Library Meeting Room		
	50	\$ 100.00
Mildred L. Terry Branch Library		
Alpha Kappa Alpha Meeting Room	90	\$150.00
Friends of the Library Meeting Room	16	\$100.00
Walker Meeting Room	6	\$75.00
Historical Meeting Room	4	\$75.00
Cusseta-Chattahoochee Public Library Meeting Room		
	40	\$ 100.00
Marion County Public Library Meeting Room		
	40	\$ 100.00
Parks Memorial Public Library Meeting Room		
	40	\$ 100.00