

Hernando County Public Library System

Meeting Room Policy

The Hernando County Public Library System has meeting room facilities available for group use by non-profit organizations. Use by commercial for-profit groups is not allowed unless part of a library initiated program.

Use of these facilities by non-profit organizations is subject to the following regulations:

Meeting Room Eligibility:

1. The Meeting Rooms are available for group use by non-profit organizations.
2. A non-profit organization is one whose purpose is service to the community rather than financial gain.

Meeting Room Policy:

1. Individuals using these facilities are subject to all library rules and regulations.
2. Library sponsored activities will have precedence over other scheduled events.
3. These facilities may be used only during those hours the library is open to the public.
4. The Meeting Rooms are available for group use by non-profit organizations.
5. Reservations will be accepted on a first come, first served basis. Applicants will be notified of approval or denial.
6. The member of the group or organization reserving library facilities must be a resident of Hernando County.
7. No person/organization may be excluded because of race, nationality, sexual orientation, age, sex, disability or because of social, religious or political views.
8. Use of library facilities is by reservation only. Prospective users must complete and sign a Meeting Room Reservation Form prior to use of the room.
9. No provisions can be made for the storage of equipment to be used by regular users of the public meeting rooms.

Meeting Room Policy Continued:

10. Any requirements for seating or equipment must be requested at the time of application. Requests made on the day of the meeting cannot be honored.
11. Meeting rooms may be booked from January to December for one calendar year.
12. Smoking and alcoholic beverages are prohibited in all library facilities.
13. Refreshments allowed only with permission. When refreshments are served all food and equipment/appliances will be provided by the user and proper clean-up of the facility is required.
14. Meetings must conclude fifteen (15) minutes prior to library closing.
15. Attendance must not exceed the seating limit established for each meeting room.
16. Granting of permission to use library facilities does not constitute an endorsement by the library, library staff, Library Advisory Committee or the Hernando County Board of County Commissioners of the users of the library facilities or their beliefs.
17. Groups that fail to use a room they have reserved on two consecutive occasions, without notice, will lose their reserved times for the remainder of the calendar year. A group that fails to show up (without notice) within fifteen minutes following their reserved room time will lose the use of that room for that occasion and the room will be eligible for use by others.
18. Final authority for use of library facilities rests with the Library Director or his/her designee.
19. All persons using any of these facilities shall be deemed to have released Hernando County, its officials and employees of and from any and all damages arising out of or resulting from their use thereof; and further shall be deemed to have agreed to indemnify and save harmless Hernando County, its officials and employees of and from all damages and claims, including reasonable attorney's fees, arising out of or resulting from their use thereof.

Meeting Room Privileges and Responsibilities:

1. The Meeting Room Policy must be read and signed by the person accepting responsibility.
2. Setting up and taking down of chairs, tables or equipment; cleaning and returning the room to its original condition at the end of the meeting is the responsibility of the user and should be anticipated when scheduling room use. Library staff is not available to assist in setting up or taking down room.
3. All programs shall be open to the public, free of charge, and may not be conducted for solicitation or for commercial gain. However, non-profit organizations shall not be prohibited from collection of ordinary annual dues or the selling of such miscellaneous items as the organization's calendars, datebooks, etc., provided that such activity is incidental to the purpose of the meeting.
4. The noise level must be consistent with the library atmosphere; programs and meetings may not disrupt use of the library by others.
5. Library facilities must be left in a clean and orderly condition. Users shall pay the cost for repair of any damages to meeting space, furnishings, and/or equipment. The library will not be responsible for materials or equipment left in library facilities by users.
6. No notices, press releases, posters, fliers, or other materials promoting or announcing an event held in a library facility may be distributed without approval from library administration. These promotional items must clearly state the sponsoring agency (not the Hernando County Public Library System) and may not identify the library as their mailing address or headquarters.
7. All meetings must be under the auspices of a responsible member of the organization, who will be accountable for the reservation of the facility and the character and duration of the meeting.
8. A check list or "green sheet" must be completed after each meeting. "Green sheets" are available in the Meeting Room folder or at the Circulation Desk.