

SKFL Use of Public Space Policy

Approved 5/16/23

Sherrill-Kenwood Free Library maintains meeting room space for use by non-profit community groups. Spaces are available free of charge to all qualified groups, subject to the regulations below:

1. Eligibility & Guidelines

- a. Rooms may not be reserved by commercial and/or for-profit groups or organizations.
- b. Rooms may not be used as call centers or for solicitation of any kind, including fundraisers.
- c. No fees, fundraising, donations, or collecting of money (including “free-will” donations) may be charged or solicited for any groups reserving rooms.
- d. No distribution of political campaign or party/group-related buttons, flyers, posters, etc. may occur.
- e. No personal information of participants may be required.
- f. Permission to meet at the library does not constitute an endorsement by the Library of the group’s positions or beliefs. No unwarranted implication that a group is sponsored or endorsed by the library is permitted.

2. Availability

- a. Room reservations are scheduled on a first-come, first-served basis. Reservations may be scheduled in-person, via email, or via phone.
- b. No group may acquire permanent rights to use of the meeting rooms; nor use a room more than twice monthly. Reservations may be made up to three months in advance.
- c. Rooms are available during regular library hours. Any exceptions must be approved by the Library Director.
- d. Groups must apply ahead of time. Confirmation of availability will be made by the library as soon as practicable.
- e. Library-sponsored programs take priority over all room reservations. In the event of a conflict, the Library reserves the right to cancel room reservations no less than 30 days prior to a scheduled event. The contact person will be informed, and efforts will be made to arrange alternate space.
- f. If the group needs to cancel their reservation, please notify the Library as soon as possible.
- g. A group’s room reservation will be canceled in the event of the library’s closing due to inclement weather or an emergency. Every effort will be made to contact the group in the event of an emergency closing.
- h. Reservations begin 15 minutes after the beginning of business hours and end 15 minutes before the end of business hours. Exceptions are made at the discretion of the Director.

3. Restrictions and Responsibilities

- a. Groups are responsible for room set up and configuration of tables and chairs. This may require advance preparation by your group the day of the meeting.
- b. Groups are expected to leave the room clean and orderly; this includes return of furniture and equipment to the room of origin. Groups are responsible for damage to Library property, and the Library reserves the right to charge the responsible person if extra housekeeping or maintenance service is necessary.
- c. All persons using the meeting rooms are subject to all Library rules and regulations. Groups may not be disruptive or impinge upon the enjoyment of the Library by others.
- d. Light refreshments may be served.
- e. AV equipment training arrangements should be made prior to the event at a time convenient to the Library staff.

The Library is not responsible for the security of items and cannot provide storage of material or equipment.