

# Conyers-Rockdale Library System

## **MEETING ROOM INFORMATION & REGULATIONS**

All programs/meetings must be open to the public and held during library hours.

Private social function, fund raising activities and the selling of goods or services are not allowed.

Permission to meet in the library does not in any way constitute an endorsement of a group's policies or beliefs.

Neither the name nor the address of the Conyers-Rockdale Library System may be used as the official address or headquarters for an organization.

The person booking the facility, as well as the organization, is responsible for any damages that should occur as a result of the use of the facilities. Facilities will be inspected after each meeting. Users shall pay the cost for repair of any damage to facilities as determined by the library.

In the event of cancellation, the requestor should promptly notify the Administrative Assistant. This courtesy will allow another group the opportunity to use the room, there is no refund.

**THE LIBRARY IS NOT RESPONSIBLE FOR SETTING UP THE ROOM.**

The library does not furnish supplies (pencils, markers, paper, tape, etc.) for meetings or any equipment (VCR DVD players, microphones) There is a projection screen and microphone jack you will need to supply your own equipment.

The library is not responsible for equipment, supplies, or other items owned by a group and used in the library.

Smoking is prohibited inside the library. No alcoholic beverages may be served.

No signs or banners may be placed anywhere in the library without permission. Do not use tape, tacks or nails to hang anything in the meeting room

Refreshments may be served if it does not interfere with the operating of the library. Organizations are expected to provide their own utensils.

The meeting rooms must be left in the condition they were found.

Failure to comply with regulations will result in denial of use of the meeting room for one year.