

Fayette County Public Library

Meeting Room Guidelines

The Fayette County Public Library makes meeting room spaces available on a widespread and equitable basis in order. The library reserves the right to revoke permission to use a meeting room by other entities if the room is needed for library or county purposes.

- Priority for the use of the meeting rooms is as follows:
 - First priority is given to Fayette County Public Library-produced or sponsored programs.
 - Second priority is given to use by other Fayette County departments and local governing authorities
 - Third priority is given to all other qualifying groups at the discretion of the library
- Fayette County Public Library may only be used as a location, not support/ sponsorship.
- The library may cancel any reservation if there's a date/ time conflict; if there's a conflict, the organization will be notified ASAP.
- Bookings can be made up to 3 months, in advance (4 meetings per year).
- No consecutive bookings; organizations must reapply at the end of their reserved meeting.
- Applications to reserve the meeting room must be submitted a minimum of 14 days, in advance before the requested reservation date.
- Organizations must notify the library if a meeting is cancelled
- The person/organization reserving the room must be in attendance and responsible for any incidentals.
- No admission fee may be charged to events held in the meeting room.
- Use of the library meeting rooms shall be limited to the dissemination of information. Library meeting rooms may not be used for personal or private profit.
- Library meeting rooms may not be used for social gatherings.

- All meetings must conclude by 8:30 p.m. Monday through Thursday, and 5:30 p.m. Friday and Saturday.
- After the meeting, a representative of the organization must meet with a library staff member to check the room, and record the number of participants at the meeting.
- The group is responsible for setting up the room and breaking down.
- Groups using the kitchen must furnish their own supplies such as utensils, cloths, cleaning supplies, paper goods, etc., and must leave the kitchen in an orderly fashion.
- The room must be swept and garbage removed. A broom is available at the circulation desk and must be returned after use.
- Nothing may be attached to any surface of the room.
- Use of the room by the library or the county governing authorities for any purposes shall be permitted.
- All meetings must be free and open to the public; private meetings/ social gatherings aren't permitted.
- Refreshments may be served in the Dorothea Redwine Meeting Room (large meeting room) only. You must remove your garbage after your meeting. The receptacle is located in the rear of the building.
- Smoking/ alcoholic beverages are not permitted.