

Fayette County Public Library Meeting Room Policy

Meeting Rooms are available for citizens to provide a comfortable environment for meetings.

The Dorothea Redwine (Large) Meeting Room capacity is **200**. The Distance Learning Lab has a capacity of **30** individuals.

All requests must be made in person with a complete packet. Approvals will be received within 2-3 days. In order to be considered for a reservation, the entire Meeting Room packet must be submitted; emailed applications/ faxes will not secure a reservation.

Reservation procedures:

- Complete and return a Meeting Room Application in person at FCPL.
- Group registrants must be a 501c3 organization. Submit a copy of the organization's 501c3 documentation from IRS, with the Meeting Room application.
- \$50, refundable deposit for incidentals; deposit will be returned after the program is complete and room inspected by staff.
- The deposit must be made in the form of a check/ money order payable to Fayette County Public Library, with the name of the person / organization reserving the room displayed as the account holder.

Guidelines:

- 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.
- The library may cancel any reservation in the event of a conflict with a library program.
- No admission fee may be charged.

- 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.
- **Refreshment 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 building.**
- Smoking/ alcoholic beverages are not permitted.



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