

Meeting Room Policy *Updated April 2025*

Hickory Public Library offers meeting and study rooms available for public use, when they are not scheduled for library activities, subject to the following terms and conditions. The purpose of this policy is to provide a basis for equitable service to all customers who request to use the library's facilities and to clarify the responsibilities of both the library and its customers with regard to the use of the library's meeting and study rooms.

Meeting Rooms

Group Qualifications

1. Meetings must be free and open to the public.
2. Access shall be provided equitably, regardless of beliefs or affiliations of individuals or groups requesting use.
3. Permission to use library facilities does not constitute an endorsement by Library staff, the Library, the Library Advisory Board, or the City of Hickory.
4. Individuals or groups whose activities would tend to incite or produce imminent lawless action or other illegal activity, or are obscene, will not be permitted to use the meeting rooms.
5. Meetings may not disrupt the use of the library by others, and persons attending the meetings are otherwise subject to all Library regulations and policies.

Fees

1. Fees and rates vary depending on the type of room, length of time booked and not-for-profit status of the group.
2. Fees will not be charged for:
 - library-sponsored programs and events
 - governmental organizations
 - non-profit organizations, with proof of their current IRS tax-exempt status.
3. When fees are required, payment must be submitted with the reservation request. A list of current fees is available from library staff or at <https://www.hickorync.gov/budget>
3. A 4-day notice of cancellation is required to receive a refund of reservation fees. If the library cancels a reservation, a refund is also warranted.
4. The group or individual listed on the reservation request will be financially responsible for any damage to library property.

Reservations

1. Meeting room reservation requests will be taken on a first come, first served basis, according to the date the signed application is received by Library staff.

2. A complete online or paper application must be submitted at least 3 business days prior to the meeting, and not more than 60 days in advance. Spaces may be reserved by the Library or City of Hickory up to 1 year in advance.
3. Requests must be made by an adult (18 years old or older) representative of the group.
4. Rooms may be used during normal library operating hours, 30 minutes after opening and up to 30 minutes prior to closing.
5. Reservations must include time needed for meeting setup and cleanup.
6. Groups or individuals may not reserve the meeting rooms on a recurring basis at one time. Exceptions may be made for Library programs, City of Hickory departments, Friends of Hickory Public Library and the Library Advisory Board.
7. Meetings cannot exceed room capacity. While the maximum capacity of a room is nominally set by the Fire Marshal, a room's actual capacity may be more limited due to configuration and set-up, or health and safety concerns. Library staff reserves the right to decline use of large meeting rooms or to ask customers to leave if the number of persons in the room exceeds the room capacity.
8. The Library reserves the right to decline or cancel any reservation for any reason.

Prohibited uses

Library meeting spaces may not be used for the following purposes:

1. Events requiring admission charges or fees, soliciting donations or taking collections of any kind, whether collected on Library property or otherwise.
2. Selling or demonstrating products for commercial businesses.
3. Fundraising activities or events, except those sponsored by the Library for funds supporting library services.
4. Dance or music recitals, unless sponsored by the Library.
5. Private events or celebrations which include, but are not limited to, birthday parties, retirement receptions, etc.
6. Smoking or open flame of any kind.
7. Activities likely to disturb regular library functions.
8. Any unlawful activity.

Publicity

1. Neither the name nor the address of the Library may be used as the official address or headquarters of an individual or organization.
2. Groups may not post any signs or banners on Library property.
3. The Library will not advertise or promote any meeting or event unless it is a co-sponsor.
4. Unless the Library is a co-sponsor, publicity for events held in meeting rooms must contain the following statement:

The Library is not a sponsor, nor does it endorse any practices or points of view of the sponsors of the program.

Food and Drink

1. With prior approval of staff, food such as packaged snacks (cookies, crackers, chips, etc.) or delivered items such as pizza and pre-made sandwiches may be served in a reserved meeting room. Commercial catering and covered dish meals may only be served in rooms with kitchen facilities.
2. Any food served must stay in the meeting room space and may not be taken into the rest of the library.

Equipment

1. Requests for audiovisual equipment must be included on the reservation form. Available equipment (laptops, whiteboards, etc.) is listed in the room description online.
2. Equipment must be checked out from staff at the library service desk at the start of your meeting and must be returned to staff at the end of your meeting.
3. The Library is not responsible for materials or equipment brought into the Library by individuals or groups. Such materials or equipment may not be stored in the library between meetings.

Room Setup

1. Users are responsible for setting up tables and chairs.
2. Tables and chairs must be returned to the posted arrangement at the end of your scheduled reservation.
3. No signs, posters, banners or other materials may be affixed to walls, ceilings, and doors of the meeting space or otherwise displayed on Library property.
4. Exits must not be obstructed.
5. All trash must be placed in provided receptacles.

Study Rooms

Study rooms are provided for individuals and small group meetings. They are available for library patron use when not needed for library programs.

Reservations

1. Reservations for study rooms may be made no more than 2 days in advance.
2. Study rooms are available during library operating hours, 30 minutes after opening and up to 30 minutes prior to library closing
3. Study room reservation requests will be taken on a first come, first served basis.
4. Each individual is limited to one reservation per day, with a maximum reservation time of 2 hours.
5. Reservations will be cancelled if the individual listed on the reservation form does not arrive within 15 minutes of the reservation start time. Identification may be requested by library staff.
6. Meetings cannot exceed room capacity. Library staff reserves the right to decline use of study rooms or to ask customers to leave if the number of persons in the room exceeds the room capacity.

7. The Library reserves the right to decline or cancel any reservation for any reason.

Fees

1. Fees are not charged to reserve study rooms.
2. The group or individual listed on the reservation request will be financially responsible for any damage to library property.

Prohibited uses

1. Smoking or open flame of any kind.
2. Activities likely to disturb regular library functions.
3. Any unlawful activity.

Room setup

1. Each study room includes a table, chairs, and display monitor. Equipment and furniture may not be removed from the study room. Additional furniture may not be brought into the study room.
2. No signs, posters, banners or other materials may be affixed to walls, ceilings, and doors of the meeting space or otherwise displayed on Library property.
3. Rooms must be left in clean and orderly condition. All trash must be placed in provided receptacles.

Food and drink

1. Covered drinks are permitted within study rooms. Food is prohibited.

Equipment

1. The library is not responsible for personal computer equipment or other items brought into the library. Such materials or equipment may not be stored in the library between meetings.
2. Requests for audiovisual equipment must be included on the reservation form. Available equipment (laptops, whiteboards, etc.) is listed in the room description online.
3. Equipment must be checked out from staff at the library service desk at the start of your meeting and must be returned to staff at the end of your meeting.

Policy Violations

The Library Director is authorized to deny further use of the library meeting rooms to individuals or groups that violate the library's policies and procedures. The group or individual listed on the reservation request will be financially responsible for any additional cleaning and/or repairs due to damage done to library property.

Policies are available on the library website at <https://www.hickorync.gov/library-policies> and printed copies are available on request.