

Hickory Public Library Meeting Room Policy

Updated October 2021

Hickory Public Library offers meeting rooms for the use of the public on equal terms for the lawful activities of groups and individuals, regardless of their affiliation or beliefs. These meeting rooms are available for groups or individuals to conduct organizational or program meetings, seminars, study groups, planning sessions, training programs, and related activities.

Rules

1. Library meeting rooms may be used during normal library operating hours, 30 minutes after opening and up to 30 minutes prior to closing.
2. Meeting rooms may be booked no more than 60 days in advance by the public. Spaces may be reserved for use by the Library or City of Hickory up to 1 year in advance.
3. 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.
4. Meeting room reservations will be taken on a first-come, first-served basis, based on the date the signed application is received by Library staff. Groups or individuals wishing to reserve meeting rooms must submit the proper signed request form, either in person or via e-mail.
5. The library reserves the right to cancel any reservation with 30 days' notice.
6. Permission to use library meeting rooms is not an endorsement by the library staff, the Library Advisory Board, or the City of Hickory of the user or the user's beliefs, or any program that may be presented.
7. Individuals or groups whose activities would tend to incite or produce imminent lawless action, other illegal activity or are obscene, will not be allowed to use the meeting room.
8. No fees, dues, or donations may be charged or solicited from persons attending meetings in library meeting rooms. Library sponsored or affiliated programs are exempt.
9. Private social functions or activities that are purely commercial in nature are not permitted in library meeting rooms.
10. All meetings held in the meeting rooms must be open to the public but may require pre-registration.

11. In addition to tables and chairs, other equipment is available for public use, depending on which room is used. Requests for presentation equipment must be made when reservation forms are submitted. The Library does not provide office or meeting supplies such as paper or pens.
12. Meeting rooms must be left in a clean and orderly condition. Groups or individuals holding meetings assume all responsibility for arranging tables, chairs, and other furniture; for cleaning the room after use; and for any damage to library equipment and facilities during their meeting. The individual who signs the reservation request form agrees to accept personal responsibility for damages or cleaning fees resulting from the group's use of the room.
13. Refreshments may be served with prior approval of library staff.
14. No group or member of any group may attach signs, banners, or flyers to any meeting room wall, ceiling or piece of property.
15. Persons attending activities in the meeting room are subject to all library policies. Use of the meeting room must not disrupt other library patrons. 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. Policies are available on the library website and printed copies are available on request.