

As a public institution dedicated to free expression and free access to ideas representing all points of view concerning the problems and issues of our times, the Orangeburg County Library makes its meeting room available to any non-profit organization whose purpose is not illegal, subject to the following regulations:

1. The meeting room, which will accommodate 50 people, will be assigned on a first come, first served basis. The meeting room may be used during regular hours of library operation. It must be vacated at least 30 minutes before the library closes.
2. A representative of the group must complete an application for use of the meeting room. Children's groups must be supervised by at least one adult, and any reservations made for a group of children must be made by an adult.
3. No fees or donations may be charged or solicited by the user for any program or exhibit, although membership organizations may collect dues at their meetings. All programs and exhibits shall be free, with the exception of fund raising events held for the library by the Friends of the Library. (Educational workshops which are open to the general public may charge a minimal fee for materials, subject to approval by the Director).
4. All meetings, programs, and exhibits shall be open to the public. An organized group may restrict meetings to members.
5. Food or drinks, including alcoholic beverages, are not allowed in the Meeting Room. Smoking is not permitted.
6. Each group using the room must be responsible for cleaning up and restoring the room to its original condition after the meeting. Groups using the room are responsible for their own set up. Members of the group should arrive early enough to allow themselves time to set up the meeting room as required.
7. Chairs, tables, and a podium are available for use. A television, VCR, and DVD player are generally available for use. Arrangements must be made ahead of time if use of this equipment is desired. Groups using the room should provide any other visual equipment needed. This includes projectors, carts, and cords. The library cannot delegate library staff to transport equipment to and from the building.
8. The library is not responsible for equipment, supplies, materials, or other items owned by the group or individuals and used in the library.
9. Granting permission to use library facilities does not constitute an endorsement by the library or Library Board of Trustees of the group or its beliefs.
10. Reservations must be made with the library. Reservations are not transferable. Bookings can be made no more than 30 days in advance. Reservations will not be made on an intermittent or regular basis except for library groups.
11. The Director is authorized to deny further use of the room to individuals or groups who are disorderly or objectionable in any way or who disregard library regulations. Users shall pay the cost for repair or damage to facilities.
12. The library should be notified immediately of any cancellation or change in meeting times.
13. The library staff cannot take or deliver phone messages for persons in meetings.