



Gunn Memorial Public Library

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Website: www.caswellcountync.gov/library



Meeting Rooms:

As part of its commitment to the community, the library provides meeting facilities for community groups, organizations, agencies, and businesses, subject to the following guidelines. Problems or complaints shall be submitted in writing to the Director of the library.

1. The library, its affiliated groups (Friends, Board of Directors, etc.), and its partners have first priority for use of all meeting facilities, except when otherwise required by law (such as elections).
2. You must be 18 years old or older to reserve a room for your group.
3. You may reserve an individual room for up to three bookings at one time, up to a maximum of 6 reservations per calendar year. In addition, groups may reserve space no more than six (6) months in advance.
4. Permission to use a room does not indicate an endorsement by the library of your group's views.
5. You may not use the name/address of the library as the official address of your group.
6. You cannot use the meeting facilities for:
 - Any activity likely to disrupt library functions or any unlawful activity.
 - Worship services and ceremonies; religious groups CAN meet for organizational, committee, planning, etc., purposes.
 - Political rallies, campaign events or fundraisers; political groups CAN meet for organizational, committee, planning, etc., purposes, and per NCGS 163-99 for precinct meetings and county/district conventions.
 - Commercial purposes, including: sale of products/services; promotion of products/services for sale at a later time; and solicitation of business opportunities for the presenter or presenting entity. (However, authors, artists, performers, and other presenters participating in events sponsored by the library or by library affiliated groups may sell their literary, musical, or artistic work during the event).
 - Fundraising, except for library-affiliated groups.
 - Individual/group social events (parties, showers, etc.)
7. You can't charge admission, but your organization can collect dues and charge fees to recoup the cost of your meeting (food, learning supplies, etc.)
8. Unless you're using a room with outside access available, you may use the room during library hours only. You may not enter the library prior to opening time and must be out by 15 minutes before closing.

9. You must set up, take down, and store, any furniture and materials you use in the storage space provided.
10. Clean all areas used as necessary following your event; spills must be reported to staff immediately.
11. You can bring in non-alcoholic beverages and use a coffee maker. You can bring in previously-prepared food, but you cannot use hot plates, warming tray, microwaves, etc.
12. You must include the wording --“This event is not sponsored by the Caswell County Public Library” -- in all publicity, and you must not publicize the event until your booking has been confirmed by the library.
13. In the library, you can display an easel-sized poster to announce your meeting on the day of the event only.
14. The library’s Disruptive Behavior Policy applies to your group’s use of facilities. Failure to follow this policy may result in your group’s requests being denied in the future.

Approved February 28, 2019
By Caswell County Library Board