

Meeting Room Policy

The primary purpose of the meeting rooms is to provide appropriate space for programs sponsored or co-sponsored by the High Point Public Library and the High Point Museum (hereafter known as “library system”) to support and promote the mission of both institutions. However, when the rooms are not being used for library system programs or activities, community groups and organizations may request use of the rooms. It is not the intention of the library system for the rooms to be used as a regular meeting site for any group or organization. Any meeting held in the facilities must be for purposes consistent with the general objectives and goals of the library system. These include communication of ideas; promotion of an enlightened citizenry; enrichment of personal life; and the general support of educational, cultural, and civic activities of the community.

The fact that a group or individual is permitted to meet in the library or museum does not constitute endorsement by the library system of the individual’s or group’s beliefs, policies or programs, nor of any of the viewpoints expressed by participants in any program. Advertisements or announcements implying such endorsements are not permitted. Any materials handed out or presented at programs, including fee schedules and press releases announcing or following programs, are subject to review by the library staff. Such review does not imply approval or endorsement of contents.

The Director and staff are authorized by the Board of Trustees to develop procedures to carry out these meeting room policies.

Adopted by the High Point Public Library Board of Trustees, July 18, 2012

Procedures:

1. Meetings may not disrupt the use of the facility by others, and persons attending the meeting are subject to all facility regulations and policies as set forth in the [Library Code of Conduct](#). The library director or designee is authorized to deny further use of the meeting rooms to individuals or groups that violate the library system’s policies and procedures. Individuals or groups whose activities would tend to incite or produce imminent lawless action, or are obscene, or are obviously promoting false and misleading information, or are defamatory, or are purely commercial in nature will not be allowed to use the meeting room.
2. Meeting rooms may be used during normal operating hours, up to 15 minutes prior to closing.
3. Meeting rooms may be booked no more than 30 days in advance by the public.
4. Except for affiliated organizations, such as Friends of High Point Public Library, High Point Public Library Foundation, High Point Historical Society, or High Point Museum Guild, groups or individuals may not reserve the meeting rooms on a recurring basis. The meeting rooms may not be booked for more than 2 consecutive dates.
5. All meetings must be open to the public, but may require pre-registration.

6. No fees, dues or donations may be charged or solicited from persons attending meetings in library system meeting rooms. Exceptions may be made for meetings sponsored by the library system or library system-approved non-profit organizations.
7. Meeting rooms must be left in a clean and orderly condition. Reservations may be made by an adult representative of the organization who, by making the reservation, agrees to be responsible for payment for any damage to library property, and the conduct and behavior of persons attending the meeting.
8. Signs, banners, or flyers may not be attached to any wall, ceiling or piece of property without permission of staff.
9. If meetings are held at times requiring additional security, they must be scheduled with adequate advance notice. The individual who has signed the required forms reserving the facilities will be held responsible for this security cost.
10. Use of the facility may be tentatively scheduled by telephone, but the final scheduling requires the signing of the appropriate agreement within 48 hours of the phone call. No meeting may be held prior to the signing of the agreement.