



MEETING ROOM POLICY FOR COMPUTER ROOMS

As a public institution dedicated to the free expression and free access to ideas representing all points of view, meeting rooms in the Cleveland County Public Library System are available for the lawful activities of all individuals or groups. Meeting rooms are available to meet general informational, educational, cultural and civic needs and provide space for activities such as discussion groups, panels, lectures, conferences, seminars, exhibits and displays. Granting permission to use Library facilities does not constitute an endorsement by the Library staff, Cleveland County, or the Library Advisory Board.

Failure to comply with the following rules may jeopardize future use of Library meeting space.

- To reserve a computer room, a customer must be at least 18 years of age with either a valid CCLS library card, NC Cardinal card in good standing, or a guest pass. ____
 - Computer rooms may be used any time during the regular hours of the Library. ____
 - Computer rooms can be used up to the stated capacity or limit. ____
- Bookings will be on a first-come, first-served basis. ____
- Consumption of food and beverages must adhere to the Library Rules of Use. ____
- Viewing inappropriate material on a public computer in violation with the library's Rules of Use is not allowed. ____
 - **Computer rooms will be held for 15-minutes before a reservation is forfeited.** ____
 - Customers should cancel all reservations that will not be used. ____
 - Upon arrival on the date of your computer room reservation, customers must check in with Library staff at the access services desk. ____
 - Customers using a computer room are subject to the Library's Rule of Use and must not disrupt the use of the library by others. ____
 - **Computers will shut down 15 minutes before the library closes.** All customers must be out of the building by closing. All rooms must be returned to the original setup and must be left in a clean and orderly condition. ____
 - The library cannot be responsible for materials or equipment left in the building by users. ____
 - All copyright and public performance laws must be adhered to. ____
 - All open flames, including the use of candles, are prohibited by fire regulations. ____
 - Children under 11 years old must not be left unattended elsewhere in the Library while a parent or guardian is using a small computer room. Library staff cannot be responsible for children of any age who are left unattended. ____
- All first time users of library meeting rooms must confirm agreement of this policy. All online applications and reservations will be confirmed or denied within 24 hours or the next business day after application.
 - ____ I have read and agree to comply with the Meeting Room Policy.

_____ *Printed Name*

_____ *Signature*

_____ *Date*