



**CHARLOTTE MECKLENBURG LIBRARY  
Meeting Room Regulations**

As part of its service to the community, the Charlotte Mecklenburg Library has meeting rooms available for public use when they are not scheduled for library activities, subject to the regulations below.

**Fees**

Fees and rates vary depending on services requested, the for-profit/not-for-profit status of the group, and the length of time booked. Fees will not be charged for: library-sponsored programs and events; library organizations and organizations of which the Library is a member or partner; and governmental organizations. Non-profit organizations must document their status with proof of their current IRS tax-exempt status. See the Fee schedule on the [Meeting Room Reservation Request Form](#).

**MEETING ROOM FACILITIES**

	<b>Capacity</b>
Beatties Ford Road (704-416-3000)	
Community Room A .....	45
Conference Room B .....	100
Cornelius (704-416-3800) .....	24
Davidson (704-416-4000) .....	30
Hickory Grove (704-416-4400) .....	30
ImaginOn (704-416-4600).....	various sizes, call for info
Independence Regional (704-416-4800) .....	60
Main Library (704-416-0600)	
Francis Auditorium.....	60
Dowd Learning Studio.....	50
Dalton Conference Room.....	20
Computer Lab, Job Help Center.....	12
Matthews (704-416-5000) .....	40
Mint Hill (704-416-5200) .....	45
Morrison Regional (704-416-5400) – Auditorium .....	65
Morrison Regional – Conference Room .....	12
Mountain Island (704-416-5600) .....	44
North County Regional (704-416-6000) – Community Room.....	80
North County Regional – Conference Room .....	10
Plaza Midwood (704-416-6200) .....	30
Scaleybark (704-416-6400) .....	20
South County Regional (704-416-6600)	
Community Room.....	60
Conference Room (A).....	8
Conference Room (B).....	6
Steele Creek (704-416-6800)	
Community Room (A).....	50
Conference Room (B).....	8
Sugar Creek (704-416-7000) .....	40
University City Regional (704-416-7200) .....	60
West Boulevard (704-416-7400)	
Community Room .....	65
Conference Room .....	10

**Note: All applicable fees are to be paid in advance and submitted with the Meeting Room Reservation Request Form located on our website. A 48 hour cancellation notice is required in order to receive a refund.**

**Applications:**

1. A completed Reservation Request Form must be filled out along with an attachment if available, describing your organization and what will take place in your meeting. **Do not send payment until you are advised that your meeting can be held at a Charlotte Mecklenburg Library location.**
2. Reservations must be made by an adult (18 years of age or older) representative of the group.
3. Meeting rooms are booked on a first come, first served basis. Reservations must be made 24 hours prior to the meeting, but not more than three months in advance.
4. A group may schedule only one meeting on the calendar at a time. No regularly scheduled meetings are permitted. With approval from the Director of Libraries, several consecutive dates may be booked for a single event.
5. A 48 hour notice of cancellation is required in order to receive a refund.

**Group Qualifications:**

6. Meetings must be free and open to the public and media.
7. Access shall be provided equitably, regardless of beliefs or affiliations of individuals or groups.
8. Permission to use the library facilities does not constitute an endorsement by the Library of the user or user's beliefs.
9. The group or individual will be financially responsible for any damage to library property.
10. Upon adequate notice and for adequate reasons, the Library reserves the right to revoke permission to use library meeting rooms.

**Publicity:**

11. Neither the name nor the address of the Library may be used as the official address or headquarters of an individual or organization.
12. Groups will not be permitted to post any signs or materials on library property.
13. The Library will not advertise or promote any meeting or event unless it is a co-sponsor.
14. Unless the Library is a co-sponsor, publicity for events must contain the statement that the Library is not a sponsor, nor does it endorse any practices or points of view of the sponsors of the program.

**Rules and Regulations:**

15. Programs must take place within usual library hours. All meetings must end 30 minutes before the Library closes
16. Any extensions of time to hold meetings beyond usual Library hours must be specifically granted in writing by the Director of Libraries. Groups using meeting rooms beyond established Library hours will be required to pay a fee for maintenance and security.
17. PROHIBITED USES: The meeting room will not be used for:
  - a. Non-library related groups charging admission, fees, contributions, soliciting donations or taking collections of any kind. No funds shall be collected on Library property.
  - b. Activities likely to disturb regular library functions.
  - c. Fund-raising activities or events, except those sponsored by the Library for funds for the Library.
  - d. Any unlawful purposes.
  - e. Dance or music recitals, unless sponsored by the Library.

18. Facilities shall be left in a clean and orderly condition. Room arrangement shall be the responsibility of the user group and must be left in the same arrangement as found.
19. Smoking or open flame of any kind is not permitted in the Library.
20. Attendance will be limited to fire code regulations at each location.
21. Meetings may not disrupt the use of the Library by others, and persons attending the meetings are otherwise subject to all Library regulations and policies.

**Refreshments and Equipment:**

20. Food other than packaged snacks such as cookies, crackers, chips, etc. may be served in libraries with kitchen facilities in the meeting rooms (Main, Beatties Ford Road, Davidson, Hickory Grove, Plaza-Midwood, West Boulevard, South County, North County, University City, Morrison, Independence, Mountain Island). However, there will be a charge of **\$50.00** for any non-library group or individual who plans food service in one of the meeting rooms. This includes but is not limited to commercially catered food, carry-out or delivered meals, and covered dish meals. \*\*Clean up is mandatory. The user group will be charged a clean-up fee if the meeting room is left unclean.
21. Requests for Audio/Visual equipment must be indicated on the Reservation Request Form. AV equipment is not available in all libraries.
22. The Library is not responsible for materials or equipment brought into the Library by individuals or groups. Such materials or equipment may not be stored in the Library between meetings.

**FAILURE TO COMPLY WITH REGULATIONS OR ABUSE OF ANY OF THE ABOVE-MENTIONED PRIVILEGES WILL RESULT IN SUSPENSION OF RIGHT TO USE.**

Problems or complaints shall be submitted in writing to the Director of Libraries.