

Mooresville Public Library  
Meeting Room Policy

**Group Criteria**

The Mooresville Public Library offers meeting rooms for the use of groups who meet the following criteria:

1. Organizations who meet federal guidelines for 501(c)(3) Tax Exempt status.
2. Groups with whom the library has an Historic Partnership
3. Groups that are Town or Library sponsored.
4. Educational classes sponsored by, or in formal collaboration with the Town or Library.  
*Examples of this section are Mitchell Community College and the Iredell County Partnership for Children.*

**Exclusions**

The Library will not sponsor or allow meetings that have the intent of expressing singular religious or political beliefs.

There is no charge for use of the Library meeting rooms for groups meeting the above criteria.

The following is a list of the Town or Library sponsored organizations (Item 3, above):

Daughters of the American Revolution	Historic Partnership
Eastern Heights Community Group	Historic Partnership
Health Reach Clinic	Historic Partnership
Historic Preservation Commission	Adjunct to Town
Iredell County Partnership for Children	Library Sponsored
Lake Norman Wildlife	Town Sponsored
Mooresville Friends of the Library	Library Sponsored
Mooresville Museum Board	Adjunct to Town
Mooresville Women’s Club	Historic Partnership
NAACP	Historic Partnership
South Iredell Chapter of the National Federation of the Blind	Historic Partnership
Special Olympics Committee	Town Sponsored
United Daughters of the Confederacy	Historic Partnership

**Rules:**

1. Library meeting rooms may be used during normal library operating hours up to 15 minutes prior to closing.
2. Meeting rooms may be booked up to thirty (30) days in advance by the public. Town or Library sponsored groups may book indefinitely in advance.
3. Meeting room reservations will be taken on a first-come, first-served basis, based on the date of submission of the request. Groups wishing to reserve the meeting room must submit an online application at <http://www.ci.mooresville.nc.us/portal/libraryrooms>.

4. Groups may not reserve the meeting rooms on a recurring basis or for more than three meetings per year unless specifically listed above or sponsored by the Town or Library.
5. All meetings held in the meeting rooms must be open to the public, but may require pre-registration of attendees.
6. The Library reserves the right to cancel any program with thirty (30) days' notice if the Library has an unexpected programming opportunity.
7. Person attending activities in the Meeting Rooms are subject to all Library rules and regulations. Use of the meeting rooms must not disrupt other Library users or library processes.
8. No fees, dues or donations may be charged or solicited from persons attending meetings in the library Meeting Rooms. Exceptions may be made for meetings sponsored by the library or Town or for short-term classes, institutes, workshops, etc. to recover materials costs.
9. Meeting Rooms must be left in a clean and orderly condition. Groups or individuals holding meetings assume all responsibility for setting up and removing tables, chairs and other furniture and equipment; for cleaning the room after use; and for any and all damage to library equipment and facilities during their meeting. *An adult representative (age 18 or above) must sign an agreement accepting responsibility for damages or cleaning fees resulting from the group's use of the room.*
10. Smoking is not allowed in the library or within fifty (50) feet of the facility.
11. No food or refreshments will be allowed without prior approval of the Library Director or his/her designee.
12. Permission to use and use of the meeting rooms is not an endorsement by the Library staff or the Town of Mooresville of the use or the user's beliefs, or any program that may be presented.
13. No group or member of any group may attach signs, banners, or flyers to any Library wall, ceiling, or piece of property, without permission of the Library Director or his/her designee.
14. The Library Director is authorized to deny any further use of the Library meeting rooms to individuals or groups that violate the library'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 who do not meet the guidelines for use (Group Criteria, above) will not be allowed to use the Library meeting rooms.