Pinson Public Library

Regulations for the Use of Board Room

Use of the Board Room is subject to the rules and regulations established by the Pinson Public Library Board. The Board has developed these policies to serve the best interests of all of the community. The Board reserves the right to alter these regulations without prior notice.

The primary purpose of the Library Board Room is to serve the needs of Library-sponsored programs and services, and such functions shall always have priority scheduling privileges. After the Library, priority for use of the room will be given to City of Pinson meetings and functions and Pinson community groups and organizations whose goals are civic, educational, and cultural. Use of the room by commercial groups can only be for meetings or training and may not sell or promote their business or products. Each application will be reviewed and the Library Board reserves the right to refuse a reservation to any individual or group who fails to meet these guidelines. The Library Board reserves the right to withdraw a previously approved reservation at any time with or without prior notice.

Usage Fees, Cancellations, and Applications

- There is no charge for non-profit organizations for use of the room, up to one use per month. For businesses, for-profit organizations, & non-profit organizations who wish to use the room more than once a month, a fee of $40 is charged for up to 4 hours and $60 for 4 to 8 hours. Fees are due as you reserve the room or within 3 days of making the reservation. Cancellation notices are to be made to the Library at least 48 hours before your meeting time. If you cancel your meeting within this time, a refund of your fee will be given. Refunds will only be mailed to you within 30 days of cancellations made with 48 hours' notice.
- Cancellations for ALL meetings should be made to the Library in person, in writing, by phone (205-680-9298), or email (pinsonlibrary@gmail.com). All groups with an on-going reservation who fail to meet with the 48 hour cancellation notice for two consecutive dates will have their other meeting times cancelled.
- Applications for ongoing meetings must be renewed yearly in January.

Usage Details & Conditions

- The Board Room is approximately 200 square feet and can hold up to 12 people. There are 12 chairs and one large conference table available for use.
- Groups using the room may not charge admission or request donations for attendance or participation.
- The Board Room may not be used for social gatherings, parties, or ceremonies. Only light refreshments may be served. No catered meals or meal preparation is permitted.
- Programs may not be disruptive to the Library or its mission. The Library reserves the right to ask a group to leave the premises if the behavior of the group is deemed disruptive or inappropriate according to the library policies.
- The Library does not endorse the views of groups using the room. The Library does not sponsor/support the various groups using the room and publicity announcing meetings should in no way imply Library sponsorship. The Library's name, address, and phone number are not to be used in advertising except as the location of the meeting. A copy of advertisements for a meeting must be submitted to the Library Director for approval before publication.
- Groups and organizations using the room may not discriminate on the basis of race, color, national origin, sex, gender identity, religion, age, or disabled status in the provision of services.
- Groups meeting with anyone under 21 years of age must have an adult sponsor (21 years or older) in attendance at the meeting. Groups with children 12 years and under are required to have at least one sponsor for every 5 children. For people 13-20 years of age, you must have an adult sponsor for every 10 individuals. To reserve the room, you must be at least 21 years of age.
- Children must be supervised at all times. The Library is not responsible for children left unattended in the Library while their parent or guardian is in the Board Room.
- No furniture may be removed from the Board Room. The room should be left as it was found.
- The Board Room should be left in a clean and orderly condition. Please ask a staff member for access to a vacuum at the conclusion of your meeting. Spills of any kind should be immediately reported to a staff member for clean up.
- Signs, decorations, or other objects should not be taped or attached to walls or doors in any manner. No equipment or furniture is to be removed from the room or Library.
- Use of paints, dyes, markers, or other materials that might cause permanent damage to the room or furniture is prohibited.
- Any adjustments made to the Board Room furniture must be reverted to their original state at the conclusion of the meeting. No Library staff is able to assist with adjusting furniture. The room should be left as it was found with all chairs placed into their original position.
- No lighted candles or other open flames may be used.
- Tobacco use is prohibited. Firearms are prohibited. Alcoholic beverages are prohibited.
- The Library is not responsible for lost or stolen items stored or left in the Board Room.
- Providing meeting room space is only one of the services provided by the Library. Please respect the rights of those using the Library to read, study, or do research.
- The public liability insurance coverage of the Library does NOT cover the negligence of the users nor will it protect the users if a suit is brought against them.