
CHATTAHOOCHEE VALLEY REGIONAL LIBRARY SYSTEM

MEETING ROOM GUIDELINES

A variety of library meeting rooms are available free of charge. Rental fees apply for after-hours events (see attached fee schedule). Information packets are available at all library locations. The information can also be viewed and printed from the library's website at www.thecolumbuslibrary.org

Due to the high demand for meeting spaces, submit an application at least two weeks prior to your group's scheduled event. Allow at least three business days for us to process your application. Inquiries regarding meeting spaces and availability at the Columbus Public Library can be made by phone 706.243.2701, by email meetingroom@cvrls.net or by fax 706.243.2712. For branch locations, contact the branch during regular business hours. (See the Meeting Room Request Form For Branches.) You will be contacted by phone or email to confirm the booking. If the room or date is not available, staff will work with you to choose another date or location.

Please review carefully the policy information. Submit your completed and signed application to the location where you wish to meet.

Rooms may be booked up to three months in advance. A group is limited to one meeting room use per month so as to insure that meeting rooms are available to as many organizations as possible. Changes to a reservation will only be accepted when submitted by the primary contact person.

Provide as much detail in your application as possible regarding your room arrangement, audiovisual needs and technical assistance (available at the Columbus Public Library only). See the list of meeting rooms and locations for sizes, capacities, available chairs, tables, setups and equipment.

The Columbus Public Library encourages groups who will be using the audiovisual equipment in the meeting rooms to make an appointment for a staff member to give them an overview of how to use the equipment. Staff is not available to run the equipment during your meeting. If you require the use of the more sophisticated equipment, we can supply a list of approved technicians for hire.

Special permission must be obtained for decorating, installing scenery or moving furniture. No materials may be attached to or mounted to any surface of the room without prior approval by the Library Manager.

The use of crock pots, hot plates, candles or any other items containing a flammable product is not permitted.

Groups may bring in simple foods like snacks, finger foods and non-alcoholic beverages. Red or purple colored beverages are not permitted in the meeting rooms.

Tobacco use is prohibited inside the library or on library grounds. The serving of alcoholic beverages is permitted only after hours and requires the approval of the Library Director or her designee.

No member of a group utilizing library facilities will receive financial benefit from any activity held on library property. Exceptions to this guideline include: (1.) fundraisers to benefit the Library, sponsored by the Library Foundation or by the Friends of Libraries or other library-related groups, and (2.) the sale of books, cassettes or other items by authors or artists as part of a library program.
