

3. Meeting Room

The meeting room within Leeds Jane Culbreth Library is available to individuals or organized non-profit groups in the Library service area. Exceptions may be made by the Board of Trustees if the Board deems extenuating circumstances are involved. The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board.

General Guidelines:

- The room may be reserved no more than sixty days in advance.
- It is understood that library programming will have first priority in room use.
- There will be no charge for use of the meeting room by non-profit organizations or groups.
- No admission may be charged by the group.
- Refreshments may be served and shall be provided by the group. No smoking is allowed.
- The people using the room shall leave it in neat, clean, orderly condition; if not, the group/individual will be given notice that continued offense will result in denied access to the meeting room.

- The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting.
- The Board of Trustees, Library Director, and library employees do not assume any liability for groups or individuals attending a meeting in the Library.

4. Unattended Child Policy

The Leeds Jane Culbreth Library welcomes all children to use our facilities and services. However, responsibility for children using the library rests with the parent/guardian or assigned chaperone - not with library personnel. Staff members are concerned when parents leave their young children alone or in the care of an older sibling or friend. Young children left unattended, even for a few minutes, can become frightened. An older child left in charge can be easily burdened by this responsibility. Sometimes children stay at the library for many hours or wait here after school until a parent picks them up. Often, they become bored and restless, which leads to disruptive behavior, and interferes with the legitimate library business of other patrons and staff.

Staff members cannot be placed in a position of supervising children who are too young to be unattended, or whose behavior indicates that they have stayed at the library for too long a time. For the safety and protection of youth, and for the benefit of all, the Leeds Jane Culbreth Library Board of Trustees has developed the following rules:

- The library assumes no responsibility for an unattended child. Parents should not view the library as an alternative to daycare. Unlike a daycare facility, the library is not a closed environment. Staff members cannot monitor everyone who enters, and all adult patrons are free to use any public area within the library.

- For the sake of safety, children 12 years of age and younger are not allowed to be left unattended in the library for any period of time. Parents/guardian should be advised that if their children misbehave, the guardian will be called. If a parent/guardian cannot be located, the authorities will be notified, and the child will be handed over to the proper authorities.