Meeting Room Policy

Approved by the York County Library Board of Trustees on Sept. 18, 2007
Last revised by the Library Board of Trustees on May 18, 2023

York County Library welcomes the use of meeting room spaces at all five locations:

Clover Public Library:

107 Knox Street, Clover 29710 | (803) 222-3474

Occupancy: 33 seated, 69 standing

Fort Mill Public Library:

1818 2nd Baxter Crossing, Fort Mill 29708 | (803) 547-4114

Occupancy: 57 seated, 120 standing

Lake Wylie Public Library:

185 Blucher Circle, Lake Wylie 29710 | (803) 831-7774

Occupancy: 50 seated, 102 standing

York County Main Library:

138 East Black Street, Rock Hill 29730 | (803) 981-5860

Occupancy: 60 seated, 128 standing

York Public Library:

21 East Liberty Street, York 29745 | (803) 684-3751

Occupancy: 55 seated, 117 standing

Meeting Rooms:

- Reservations are accepted on a first-come, first-served basis.
- All meetings must be open to the general public.
- A library card is not necessary for reserving a meeting room.
- All meeting spaces are available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- Permission to use a Library meeting room does not advocate or endorse viewpoints of meetings or meeting room participants.

Who Can Rent a Meeting Room:

- Non-profit organizations with proof of a 501C3
- For-profit businesses for purposes that align with the library's mission
- Government agencies, municipal and state

Library Spaces May Not Be Used For:

- Non-library related groups soliciting, selling, charging admission or asking for donations
- Social gatherings or activities (birthdays, weddings, etc.)
- Political meetings, town halls, or rallies
- Activities likely to disturb regular library function

Meeting Room Fees:

- Non-profit and community organizations in York County may book the room for free.
- For-profit businesses will be charged $75 for the first three hours, and $10 for every hour after.
- Fees must be paid when the Meeting Room Application Form is completed.

Reservations:

- Please call ahead to check availability and meeting room capacity.

- A Meeting Room Application Form must be completed and given to Library staff at the branch where the meeting will be held. The form can be found at yclibrary.org/meeting-rooms or picked up at any branch.
- Priority is given to Library programs and Friends of the Library sponsored events. The Library reserves the right to cancel non-library events.
- The reservation must be made by an adult 18 years or older.
- Only one meeting may be reserved per month per branch; exceptions may be allowed by the Library Director.
- Reservations may be made up to one month in advance.
- Cancellations must be made within 24 hours.

Meeting Promotion:

- Use of meeting space at the Library does not imply the endorsement of the organization's viewpoint.
- Only Library-sponsored meetings and events can be promoted as such; all other meetings and events may not use the Library in any promotion or signage.
- No signage for non-Library events may be posted on the property.

Room Use:

- Any group that does not comply with the policy and rules for use of Meeting Rooms, the Guidelines for User Behavior and Library Usage and/or applicable federal and state laws — including occupancy regulations — will forfeit their right to future use of all library meetings rooms.
- Policies following food and drink usage apply in the Meeting Room. Light refreshments may be allowed at the discretion of the Branch Manager. Alcoholic beverages may not be consumed on Library property.
- All meetings will take place during Library hours and the Meeting Room must be vacated 30 minutes before closing; exceptions may be allowed by the Library Director.
- Tables and chairs are available for use; all furniture must be returned to its original place at the end of the meeting.

- Currently, the Library does not have AV equipment for public use.
- A minimum fee of $50 will be assessed should there be any damage done to the Meeting Room or the furniture in it.
- Money for any program but author and illustrator programs may not be collected during an event held at the Library.
- All children under 8 must remain in the presence of their parents.