

Library meeting rooms are primarily used for Library programming and meetings of Library support groups and staff. Library activities take precedence in scheduling the meeting rooms. When the rooms are not in use for library-sponsored activities, they are available for community use.

**ROOM CAPACITY:**

<b>Library</b>	<b>Room Name</b>	<b>Maximum Capacity</b>
Monroe	Griffin Room	120
Monroe	Hunley Room	20
Union West	Meeting Room	65
Marshville	Hughes Room	50
Waxhaw	Meeting Room	30

**Union West Regional Library**  
 123 Unionville-Indian Trail Rd.  
 Indian Trail, NC 28226  
 (704)-821-7475



**Hours:**

Monday - Thursday 9:30 am - 7 pm  
 Friday 9:30 am - 6 pm  
 Saturday 1 pm - 5 pm  
 Sunday 2 pm - 5pm



**PUBLIC LIBRARY**  
 UNION COUNTY

Meeting Room Information

Events scheduled in library meeting rooms must be approved by the Library Staff. In an effort to make these rooms available to as many groups and people as possible, the rooms may be reserved up to 90 days in advance. Generally a room can be booked once for a single event during that 90-day period. Reasonable exceptions can be requested in writing to the Library Director. Otherwise, reservations are made on a "first come, first served basis."

### COMMUNITY USE OF LIBRARY MEETING ROOMS:

Library meeting rooms are available for civic, educational, cultural or other nonprofit-sponsored meetings. They are not available for strictly social purposes, fundraising events, sales or solicitation. Meeting rooms may be reserved by community groups up to 30 days in advance.

Library meeting rooms may be reserved by any Union County resident with a current library card in good standing, or by a representative of a local, state or federal government agency. Events in the library meeting rooms must not disrupt other uses of the library or disturb other library users. Amplified music or other broadcast sound is prohibited.

Reservations for meeting room use are taken at the Reference Desk in the library where the meeting will be held. Reservations are tentative until the Meeting Room Reservation Form is completed, signed by a representative of the group and accepted by the Library, and availability on the desired date is confirmed by library staff. Availability will not be confirmed more than 30 days prior to the meeting date.

Set-up and equipment requirements (including Internet access, if needed) must be requested on the Meeting Room Reservation form. The Library cannot assure that there will be available staff to set up tables and chairs or equipment. The person responsible for the booking is responsible for room set-up to meet the group's needs. Set-up requirements should be verified with the Facilities Coordinator one day prior to the meeting.

All meetings must be scheduled to begin during regular library hours and end at least 15 minutes before closing time. Participants must be out of the building by closing time. Failure to vacate on time will jeopardize the group's future use of a library meeting room.

Parents attending an event in the meeting room may not leave children under the age of 10 unattended in the Library.

Meetings in library meeting rooms must be open to the public and media, without discrimination.

Any advertisement relating to use of the meeting rooms must include the following statement:

*"This meeting is open to the public and is neither sponsored nor endorsed by Union County. Views expressed are those of the program sponsors and do not necessarily reflect the policies or opinions of Union County. Any additional information about this program can be obtained from (sponsor name and phone number)."*

No fees including admission or donations may be collected by any group other than Library support groups. In the case of a class requiring supplies provided by the class instructor, the cost of the supplies may be reimbursed to the instructor by the class participants. Events sponsored by the Library or one of its support groups may allow sales by artists and writers associated with the event.

All Union County libraries are smoke-free facilities. Smoking is prohibited anywhere in the buildings. Open flames, including candles, are also prohibited.

Alcoholic beverages are prohibited on county property.

Food and drinks must be confined to the meeting room. Kitchen facilities may be used for beverage preparation or reheating prepared food. All kitchen space, utensils and appliances must be left clean and orderly. All food trash must be secured in closed plastic bags.

Meeting rooms must be left in good condition after use. If damage occurs, a \$50 fee will be charged to the person who submitted the room reservation. If the cost of repair or cleaning exceeds \$50, the additional charge will be assessed. The Library reserves the right to deny use of the meeting rooms to any group that repeatedly damages the facility.

