

In keeping with its mission, Toledo Lucas County Public Library offers meeting room space to the public for educational, cultural, civic, and recreational purposes, subject to the rules outlined below. The rooms are available as a free community service when library programs are not scheduled.

The Library supports and endorses the American Library Association's Library Bill of Rights, which states: "Libraries which maintain meeting spaces, exhibit space or other facilities open to the public should make them available on equal terms to all persons, regardless of their beliefs or affiliations."

The fact that an organization is permitted to meet at the Library does not constitute an endorsement of the organization's beliefs by the library, its staff, its Board of Trustees, or the Lucas County Board of Commissioners.

1. All scheduled use must be open to the public.
2. The online reservation system for library meeting rooms must be completed before a group can use a room. The person requesting use of a meeting room will be held responsible for the order and conduct of the group and for any loss or damage to Library property.
3. Groups may not fundraise, sell goods, solicit commercial services or future commercial services, charge admission, or ask for donations for their meetings/events held on library premises. The meeting rooms are not available for profitmaking by organizations, businesses, private social gatherings, or provision of health care services.
4. Each group is responsible for its own meeting publicity, which must not include the Library's information as a contact. Publicity must state that the meeting is not sponsored by the Toledo-Lucas County Public Library.
5. Library audiovisual equipment is available only upon prior reservation, and to groups that have an experienced operator who makes arrangements in advance for training if needed. Equipment may vary by location.
6. The Library is not responsible for equipment, supplies, or any other materials owned by a group and used in the Library. Each group is responsible for the set-up and running of its equipment.
7. Groups wishing to serve light refreshments may do so. Be prepared to supply your own equipment and utensils. Please note that groups using the Library meeting rooms are responsible for clean-up. Alcoholic beverages are not permitted on library premises.
8. The group using the room may be responsible for setting up tables and chairs.
9. Young children accompanying adult users of the meeting room shall not be left unattended in the Library. Minors are not permitted to use meeting rooms without adult supervision.
10. The Library reserves the right to limit the number and time length of reservations made by individuals, groups or organizations in order that all have a fair opportunity to use the meeting rooms.
11. Groups holding reservations are requested to notify the Library of any cancellation at the earliest possible date in order to free the room for use by others. Groups failing to give notice of cancellation twice in succession may be denied future use of meeting rooms.
12. Meeting facilities are available only during the hours the agency is open to the public. Reservations cannot extend later than 15 minutes prior to the agency closing time.
13. The Library will approve and schedule only those meetings that will not disturb other library activities. The Library reserves the right to withdraw permission for meeting room/ auditorium use when conditions warrant such action and to stop meetings that interfere with the normal operation of the Library.
14. Failure to comply with these guidelines may result in the loss of future meeting room use. Concerns or questions about these guidelines should be referred to the Agency Manager or the appropriate Administrator of Branches or Main Library.