Meeting Room Policy:

As a way of supporting our mission and vision, the Library welcomes the use of its meeting rooms within the guidelines that accompany this policy. First priority in the use of Library meeting rooms will always be given to Library sponsored and co-sponsored programs and to programs held in cooperation with the Library.

Library meeting rooms are available free of charge for the following groups/individuals:

- Educational, cultural, civic, social, political, religious, or professional organizations
- Persons volunteering as tutors as part of a non-profit program

Library meeting rooms are available for a fee to groups/individuals for:

- Events for purely social purposes which include but are not limited to parties, or receptions (e.g. weddings, birthday parties, anniversary parties, or other celebrations)

Library meeting rooms are not available to groups/individuals for:

- Promotion or sale of services
- Fund-raising purposes
- Campaigning activities
- Conducting classes for profit

No admission, attendance charge, or required donation may be assessed by any non-Library group using a meeting room.

Areas on Library premises other than meeting rooms may also be utilized with the prior approval of the Eva Jane Romaine Coombe Director.

Use of the meeting room does not mean that the Library endorses the purposes and policies of those using its meeting rooms. Meeting room use may be denied to anyone falsifying a meeting room application or failing to comply with this policy.

Effective: May 1, 2015
Approved as amended by the Board of Library Trustees: April 14, 2015
Meeting Room Guidelines

By reserving a meeting room or study room, groups and individuals using Library meeting or study rooms agree to the Meeting Room Policy and to the Meeting Room Guidelines.

1. All meetings, except for those for which a fee has been paid, must be open to the public.

2. Requests must be made by individuals who are at least 18 years of age, are not barred from the Library premises as described under the Standards of Library Behavior and who submit in advance for approval and confirmation, a Request for Meeting Room application. When a fee is required for a meeting room and the reservation for a meeting room must be cancelled, fees paid will be refunded minus a $5.00 processing fee.

3. Library study rooms are to be used for individual or small group work or study and are to be used in accordance with the Library’s Meeting Room Policy and Guidelines. Social events are not permitted in study rooms. Study room reservations may be made by individuals of any age, who are not barred from the Library premises as described under the Standards of Library Behavior.

4. Meeting rooms may be requested for use on a monthly or less frequent basis up to 12 months in advance of the meeting date. Requests to use meeting rooms on a more frequent basis may be submitted up to two months in advance of the meeting date. Use of a meeting room on consecutive days is permitted for a one-time special meeting. Study rooms may not be requested more than 2 weeks in advance. Study room reservations will be cancelled if the reservation holder does not arrive within 15 minutes of the reservation time.

5. The Library will approve and schedule only those meetings which will not disturb other Library activities or patrons. All groups and individuals must comply with the Standards of Library Behavior. The Library reserves the right to withdraw permission for meeting room use when conditions so warrant and to stop meetings which interfere with or are disruptive to the normal operations of the Library.

6. The person requesting use of a meeting room will be held responsible for the orderly conduct of the group and for any loss or damage to Library property or equipment. No gambling, games of chance, bingo, casinos or wagering of any kind may be a part of any program, meeting, or event.
7. By requesting to use a Library meeting room, a group acknowledges its willingness to be addressed at some time during its meeting by a Library staff member.

8. Meeting rooms are available during public service hours from opening until 30 minutes before closing. The Library reserves the right to cancel or change any meeting if circumstances at the Library so demand. If the Library must close due to emergency situations or inclement weather, all meetings scheduled during the closure will be cancelled.

9. Except as a designation of location, the name and contact information of the Library may not be used in any publicity for a meeting.

10. In accordance with the Solicitation in the Library policy, groups will not be permitted to post signs or distribute materials on Library property without approval of the location manager. Unauthorized material will be removed.

11. No promotion, sale of items or services is allowed in any Library meeting room.

12. Any action or event organized by a campaign committee or group designed specifically to promote or oppose a candidate or ballot issue is not permitted. Meetings at which candidates will discuss current election issues are permitted provided the event is hosted by a non-partisan, non-profit organization (i.e. League of Women Voters) and all candidates for the same office have been invited. Meetings held by a campaign committee or political party/group to plan a campaign or political activity are permissible. Also permissible are meetings held by elected officials to gather input or communicate with his/her constituents.

13. Discussion groups studying religious topics are permitted.

14. Attempting to raise funds for any purpose during a meeting is not permissible. Use of a meeting room to plan a fund-raising campaign or event is permitted.
15. Attendance is limited by meeting room seating capacity.

16. Refreshments may be brought into Library meeting rooms. The group serving them will be responsible for any clean up following the meeting. Alcoholic beverages of any type may not be brought into, served, or consumed on the Library’s premises. Tobacco may only be used on Library property in compliance with Ohio law. In addition, candles or open flames of any kind may not be used in any meeting rooms.

17. Organizations must use Library meeting rooms as they are furnished. Organizations may be responsible for their own meeting room setup.

18. Meeting rooms at some locations are equipped with mounted audio-visual screens. Groups who wish to use these services should contact the Library location staff for assistance with set-up. The Library does not provide any equipment or supplies for public use. Groups may arrange to bring their own equipment and/or supplies with prior notification on application. The Library is not responsible for equipment, supplies, or any other materials owned by the group and used in the Library.

19. Storage of personal property, equipment and/or supplies is not permitted in the Library.

20. Accidents must be reported to the staff member in charge who will report the incident in accordance with Library procedure.

21. Public restrooms are available for use by groups using a meeting room.

22. Events for purely social purposes which include but are not limited to parties or receptions (e.g. weddings, birthday parties, anniversary parties, or other celebrations) are permitted, but groups or individuals reserving the meeting room will be charged a base fee of $50.00 for the use. An additional fee, to be determined by the Library, may be added if Library staff or other resources are required for the event.
23. Groups or individuals using meeting rooms and study rooms shall indemnify, defend and hold harmless the Library its trustees, officers, agents, and employees from and against any and all losses, damages, claims, costs, suits, actions of any kind, arising and resulting and accruing from any act, omission or error of the such group or individual and any users, employees, agents, representatives, guests, invitees, resulting in or relating to personal injuries or property damage arising from the group's or individual’s use of the Library.