

USE OF MEETING ROOMS POLICY

Purpose

The primary purpose of the Library's meeting rooms is to provide space for library-related activities. The needs of the Library for use of the meeting rooms take precedence over use by outside groups. The Library reserves the right to cancel or reschedule any meeting or move a group to another meeting room.

Guidelines

- A. Library meeting rooms are available during regular library business hours – subject to the stipulations below – to educational, cultural, civic, social, political, religious and professional or other non-profit organizations. All meetings and programs must be consistent with the informational, educational, recreation and cultural purposes of the Library.
- B. Library meeting rooms may be used by political groups for regular meetings of an organizational nature. They may be used for public forums, debates and candidates' nights but not for promotion of any one candidate.
- C. Library meeting rooms are not available to non-library groups or individuals for the promotion or sales of services or products, fundraising, conducting classes for profit or private social functions.
- D. No admission or attendance charge or required donation may be assessed by any non-library group using a meeting room.
- E. The Library may permit presenters at library-sponsored programs to sell merchandise related to the subject or activity of their programs. The Library will grant this permission either to reduce the cost of the program to the Library or to raise funds for the Friends of Avon Lake Public Library. Likewise, a library-sponsored program may have a registration charge to defray or reduce the cost of the program to the Library.

Protocols

- A. A group requesting a meeting room must complete a Meeting Room Request before the meeting date. The person requesting a meeting room must be an adult and is responsible for the orderly conduct of the group. In the event of any damage to library property or equipment, the person requesting the meeting room is liable. The Director or the Director's designee will approve all reservations.
- B. Fees are charged for room use when the reservation request is approved. Use by Government agencies is free; not for profit/community group fee is \$10; the corporate/business fee is \$20. Fees are nonrefundable.
- C. Groups are responsible for arranging the tables, chairs and other equipment to meet their own needs. Following their use of the room, groups must return the room to its original state. Art work in the rooms may not be touched or removed.

- D. Groups using the meeting rooms must vacate rooms a minimum of five (5) minutes before the Library's scheduled closing.
- E. Cancellation notice of booked meeting rooms must be given at least 24 hours in advance.
- F. Refreshments may be served in the meeting rooms. Smoking, use of open flames and alcoholic beverages are prohibited. Groups are responsible for protecting carpeting and table tops from damage and stains. A group serving refreshments is responsible for cleaning up, following its meeting. Damages in excess of normal wear and tear as determined by the Director or the Director's designee will be charged to the group.
- G. Library audio-visual equipment is available only upon prior reservation. It is strongly recommended that groups using the Library's audio-visual equipment arrange for a practice session ahead of time, especially when using their own personal laptop. The Library cannot guarantee that there will always be a staff person available who is able to help with technology needs.
- H. Meetings must be conducted in a manner not to disturb others using the Library.
- I. Children accompanying adult users of the meeting rooms will not be left unattended in the Library.

Disclaimers

- A. The Library makes no endorsement, expressed or implied, of any non-library event or activity held in its meeting rooms.
- B. The Library is not liable for injuries to people, damage to their property or loss of property belonging to individuals or groups using the meeting rooms.
- C. Avon Lake Public Library reserves the right to alter or amend the rules governing the use of meeting rooms without notice, and to cancel any authorization granted pursuant to the Meeting Room Application for any reason deemed sufficient by it.

*Avon Lake Public Library | Board of Trustees
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