

# Franklin-Springboro Public Library

## Meeting Room Policy

### **Purpose**

The meeting rooms of the Franklin-Springboro Public Library are available for public gatherings of local, non-profit, civic, cultural and educational groups when the rooms are not being used for library-related activities. Use of meeting room facilities must take place in a responsible manner, without undue cost to the Board of Trustees and without undue interference with library activity.

### **Use**

1. People attending the meeting cannot be charged for dues, registration, reimbursement for materials, or any other fees.
2. Meetings planned by a company or individual to promote, advertise or lead to the sale of a product or service are not permitted.
3. Groups of children are welcome to use the room, but application must be made by an adult. Adult supervision of the group must be maintained at all times.
4. Private social events such as family reunions, birthday parties or wedding receptions are NOT permitted.
5. Religious and partisan political activities are NOT permitted.
6. The Library Board of Trustees reserves the right to review any or all applications and may demand sufficient time to make proper investigation before granting approval.

### **Fees and Liabilities**

1. The library charges no fees for use of the meeting room. Payment shall be levied for any damage to or loss of library property and a fee for janitorial service may be assessed if the room is not left in the condition in which it was found.
2. Those who abuse their privilege by violating these meeting room guidelines will not be permitted to use the rooms for future meetings.
3. The library is not liable for injuries to people or damage to property belonging to organizations using the room.

### **Guidelines for Meeting Room Use**

1. Library programs take precedence over other meeting room activities. Approval of meeting room requests is made with regard to the operational needs of the whole library, including available parking, staffing levels and time constraints. All meetings must start and finish within the normal operational hours of the library.
2. Only light refreshments may be served. Meeting room must be left free of crumbs, waste, etc.
3. Smoking is prohibited in all areas of the library. The room is not to be used for any illegal activity or for any activity that is prohibited by the library's acceptable patron behavior policy. Open flame, use of chemicals and any other activity deemed dangerous by the Library is prohibited. The number of meeting attendees cannot exceed the maximum occupancy for the room.
4. Each group using a room is responsible for setting up the room and returning it to its original condition. The Library staff will not set up or take down chairs or tables. Requests for use of A/V equipment must be made at the time of application.
5. The library will not provide storage space for groups using the room. Food, beverages, supplies or personal items left in the meeting room will be discarded.

### **Reservations and Cancellations**

1. An application for the use of a meeting room must be completed and signed by a representative of the group and filed with the library.
2. Reservations for the use of the rooms must be made at least 24 hours prior and **no more than three months in advance**.
3. A maximum of two meetings per month may be scheduled.
4. Requests will be considered on a first come, first served basis. The library reserves the right to re-assign a meeting room, based on the size of the group.
5. Applicants will receive signed confirmation verifying date, time and acceptance or denial of request. Group representatives can inquire if a date and time is available. Until the confirmation is received, however, the group should not consider the room booked for its meeting or event.
6. The library reserves the right to cancel prior meeting room reservations without notice in the event of emergency, such as snow closings or unsafe building conditions. Library staff should be notified as soon as possible if a meeting scheduled for the room has been canceled.

### **Publicity**

1. The name, address or phone number of the Franklin-Springboro Public Library may not be used as the official address or headquarters of an organization.
2. The use of the meeting room by a non-library group shall not be publicized in such a way as to imply library sponsorship of the group's activities.
3. Copies of all publicity of events to be held in the meeting room should be made available to the library.