

MEETING/CONFERENCE ROOM POLICY (8/16/2021)

Introduction

The meeting and conference rooms (from now on referred to as ‘meeting space’) of the Logan-Hocking County District Library are for use by nonprofit groups or organizations or individuals *that have a cultural, educational, or civic purpose*. There is no charge for the use of a meeting space. However, donations would be appreciated. Groups using library meeting space must adhere to the guidelines outlined in this policy. Use of this room does not constitute an endorsement by the Library of either programs or point of view expressed therein.

Eligibility for Use

- Individuals or groups reserving a meeting space must be able to demonstrate their reservation is for a cultural, educational, or civic purpose.
- The Library’s use of meeting space takes precedence over any other use and the library reserves the right to cancel use of the meeting rooms by an outside organization if the Library Director or Library Board determines that the meeting space is needed for library purposes.

Restrictions on Use

The following uses are NOT permitted:

- Private parties or receptions.
- Meetings planned by a company or individual to promote, advertise, or lead to the sale of a product or service.
- Meetings in excess of the legal capacity of the meeting room, i.e., 30 persons.
- Food is only allowed in the Meeting Room (Conference Rooms do not allow food).

Reservations

- Reservations are made on a first-come, first-served basis.
- All reservations must be made by phone or in person, and must be confirmed in writing by completing, a *meeting room application form* at least one week in advance of the requested meeting date. *An application form will be filled out and kept for the current calendar year. All reservations for that year, whether recurring or a one-time event are to be recorded on the back of the individual’s agreement form.* If you need additional forms, attach another meeting room application to the back (crossing off the application page)
- Persons booking the meeting room must be at least twenty-one (21) years of age. At least one of the persons who booked the meeting room must be present during the entire use of the room by the group.
- Reservations are guaranteed for a ***one time per month use***. Usage more than one time per month may be permitted and is based upon availability of rooms. Frequent requests (once per week or greater) have to be pre-approved by the library director. Increased demand may cancel prior approved requests.
- You must check in within 10 minutes of your reservation time. Failure to check in within this time and your reservation will be considered a “No Show” (see Cancellation section).
- Meeting room reservations are not transferable from one group to another group.
- All meeting rooms close promptly at fifteen minutes prior to library closing time. Reservation requested before or after the library’s regular operating hours must have the express prior permission of the Library Director.
- Groups using library meeting space may not charge admission to the meeting or request donations.
- Absolute privacy for groups using library meeting space is not guaranteed.

Use and Care of Meeting Spaces

- Room set up will be the responsibility of the group using the room. All groups are responsible for returning the meeting room(s) to its original condition. Management reserves the right to assess a fee of \$100 per hour of cleaning time required to restore the room to its original condition. (Sweeper and cleaning supplies available).
- Groups must leave access to emergency exits clear and unobstructed.
- The use of open flames and dry ice is prohibited.
- Groups may not exceed the meeting room's maximum capacity.
- No decorations, posters or any other materials may be installed on the walls in the meeting room.
- The Library cannot be responsible for any equipment, supplies, materials, clothing or any other items brought by any group or individual attending meetings. Items may not be left behind or stored in the meeting room beyond the reserved time. Library staff will dispose of items left in meeting rooms according to the Library's Lost and Found policy.
- The group using the meeting space shall be financially responsible for any damage to library property, building, furnishings & equipment and shall assume responsibility for all loss, damage or injury arising from use of meeting space.

Cancellations, Denial of Application

- Any cancellation on the part of an applicant individual/organization should be made at least 24 hours before the scheduled meeting date.
- You must check in within 10 minutes of your reservation time or your reservation will be marked as a "No Show", and your reservation cancelled.
- The Library reserves the right to deny meeting rooms to individuals/organizations that frequently cancel meetings, do not notify the Library of cancelled meetings (No Show), or consistently overstay their reserved time.
- In the event that the Library must close due to unforeseen equipment failure or a weather-related emergency, all efforts will be made to notify organizations scheduled to use the meeting room.
- The Library reserves the right to cancel a meeting room reservation in the event of unforeseen Library demands.
- The Library Board of Trustees or the Library Director may, for good cause, deny or cancel any application for reservation of meeting space, and for good cause, may waive any meeting room regulation.

Other Applicable Rules/Regulations

- The Library restricts the use of its website, logo or other identifiers or promotional material owned by the Logan-Hocking County District Library for use by other organizations to promote their meetings or agendas. The Library's name and address may only be used to alert attendees to an approved meeting location and may not be used to infer an endorsement.
- A copy of the rules shall be given to each applicant.
- Violation of these rules will preclude further use of the meeting room. All rules and regulations as outlined in all Library policy documents apply to meeting room usage.

Waiver of Regulations:

Exceptions from specific regulations of this policy may be authorized for the Library, its programs and direct affiliations (Friends of the Library, etc.)

Adopted by the Board of Trustees November 12, 2018.

Per approval of the board, the Director updated the policy on January 14, 2020/August 16, 2021