

## **Meeting Room Information and Policy**

### General Rules:

The purpose of the Public Library of Mount Vernon and Knox County is to select, make available and maintain resources in a variety of formats, meeting the educational, informational, cultural and recreational needs of our patrons. The Public Library of Mount Vernon and Knox County offers this service to all persons and exists to stimulate ideas and learning, and to enhance the quality of life for those we serve.

As a community service and to carry out its mission as stated above, the Public Library of Mount Vernon and Knox County makes its meeting rooms available for use by community groups and organizations when they are not being used for Library-related activities. Meeting rooms are available to the public for civic, cultural, charitable or educational programs.

The meeting rooms of the Public Library of Mount Vernon and Knox County are primarily for the use of the Library in conducting Library-sponsored or Library-related programs and activities. However, they are also available to local groups of an educational, civic or cultural nature. Use of the rooms shall be governed by this policy, and it shall be the duty and prerogative of the Library Director to interpret the policy, subject to reversal or amendment by the Library Board of Trustees.

The 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, political campaign meetings or private social functions such as receptions or private parties. All meetings shall be open to the public. No admission or attendance charge or required donation may be assessed by any non-library group using the meeting rooms. The meeting rooms will be available during Library hours only and groups using the meeting rooms shall vacate the room 15 minutes before closing time of the Library.

Library programs take precedence over other meeting room activities and the Library reserves the right to change meeting rooms or cancel use of meeting rooms by non-library-related organizations if the Director or Board of Trustees determines that the space is needed for Library purposes or in the event of emergencies such as snow closings or other unsafe conditions.

The seating capacity for each meeting room shall be as specified by the Ohio Basic Building Code and shall be posted in each meeting room. These capacities shall not be exceeded.

### Scheduling and Rules:

Meeting rooms not being used for Library purposes shall be available on a first come, first served basis.

Meeting rooms may be scheduled no more than two months in advance. A maximum of two meetings per month but no more than six per year may be scheduled at one time.

The Director must approve of long term or multiple engagements.

Library staff should be notified as soon as possible if a meeting scheduled for the room has been cancelled. Reservations cannot be transferred from one group to another.

To schedule a meeting room, a person must be at least 18 years of age and must contact the Office Manager or her/his designated assistant. A telephone call or in-person communication will serve for

initial scheduling, but a responsibility form must be filled out and signed before a meeting may take place.

The Library reserves the right to terminate any event, and require its participants to leave the building, if the event becomes unruly, excessively noisy or violent, or if it has a disruptive effect on normal library operations.

Meeting room users or guests are not permitted to tack, tape or post any signs or materials on meeting room doors, walls, windows or anyplace else in the Library without the express consent of an authorized member of the Library staff.

For children's meetings, an adult must sign the responsibility form at the main circulation desk, must be present during the entire meeting and must assume responsibility for all children in the group. The adult shall be responsible for any damage which may occur to the meeting room or any Library equipment and/or furniture used during the meeting. Children must not be left unattended while their parents or care givers attend a meeting.

The Library will provide tables, chairs and equipment, if available and as requested, on a first-come, first-serve basis; however, meeting room users are responsible for their own meeting room set-up and clean-up. If a room is left in a disorderly fashion, a \$25.00 clean-up fee will be charged.

Refreshments may be served but are restricted to the meeting rooms and are not permitted in other parts of the Library except during Library-sponsored events. Smoking and alcoholic beverages are prohibited. The group serving refreshments is responsible for providing all serving utensils and for cleanup after the meeting. Messes must be cleaned up. Groups using the meeting rooms will also be expected to bear the cost of cleaning, repair or replacement for stains on carpets or wall-coverings and damage to or destruction of furnishings, equipment or facilities which occur while they are using the room or rooms.

All publicity by the organization about the meeting must state clearly that the Library is merely the site of the meeting and not its sponsor and that the Library makes no endorsement of the event or activity, express or implied. Use of the Library's logo is expressly prohibited. The agreement with the Library to make meeting room space available does not imply that the Library either advocates or endorses the viewpoints expressed in the meeting, or by meeting sponsors or speakers. If the organization engages speakers to address the meeting, the organization is responsible for all arrangements regarding the speaker. The Library's name, address or phone number may NOT be used as the official address or headquarters of any outside organization using its meeting rooms.

The Library is not liable for injuries to people or damage to or loss of property of any organization or person using the room or rooms.

Contact: Lisa Blaisdell at (740) 392-2665 x236