



## Meeting Room Use 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 the Library, Friends of the Library and Foundation of the Twinsburg Public Library sponsored and co-sponsored programs and to programs held in cooperation with the Library. The Library reserves the right to cancel scheduled events or substitute rooms due to Library programs. All users of the Library meeting rooms must abide by the procedures and guidelines set forth by Library Administration.

Library meeting rooms are available to be reserved in advanced when available free of charge for the following groups/individuals:

- Community or non-profit groups engaged in educational, cultural, intellectual, civic, governmental, political (informational), religious, professional or charitable organizations during open hours.
- Persons **volunteering** as tutors as part of a non-profit program.

Library meeting rooms are available to be reserved for a **fee** to groups/corporations/individuals for:

- Sales meetings, conferences, and training/tutoring sessions.

Fees will be set by the Fiscal Officer and Director with approval of the Board of Trustees.

Library meeting rooms may **not** be used 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.)
- Fund-raising purposes other than Library support.
- Campaigning activities.
- Sale or promotion of business products or services, except in conjunction with a Library program.  
(ex. author book-signing)

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

No activity or meeting room use may interfere with or inhibit the ability of others to use the Library. Attendees must follow the Library's Expected Behavior Policy. Groups which disturb library activities or library users will be denied future use of meeting rooms. Areas on Library premises other than meeting rooms may also be utilized with prior approval.

Use of the meeting room does not mean that the Library endorses the purposes and policies of those using its meeting rooms. The name, address or telephone number of the library may not be used as the official address or headquarters of an organization. The use of the meeting room by a non-library group shall not be publicized in such a way as to imply sponsorship of the group's activities by the library.

Meeting room use may be denied to anyone falsifying a meeting room application or failing to comply with this policy.

Revised and approved 9/19/2018 by the Twinsburg Public Library Board of Trustees.



## Meeting Room Use Guidelines

### Scheduling

Applications for use of the meeting room may be made no earlier than **three (3) months** in advance unless it is a Twinsburg School District community group who makes regular, monthly use of the Library as their meeting place. In that case they may make reservations for an entire year to facilitate their program schedule.

Rooms are reserved on a first come-first served basis only after the Meeting Room Application has been received. Online requests must be made **48** hours in advanced. Rooms may not be scheduled if the two adjoining groups are incompatible as the rooms are not completely sound proof. The Library reserves the right to limit use when the demands for meeting space **so require** and when necessary to cancel events or **substitute** rooms due to Library needs. The Library will notify a group as soon as possible if cancellation is necessary.

In the event of a cancellation, the Library should be notified **48** hours or sooner if possible prior to the scheduled date. Repeat last minute cancellations or no shows could result in the inability to schedule future meetings.

### Payment and Fees

Organizations charging a fee may do so only when a fee is intended to cover material; supply or food costs. Payment of such fees shall not be handled by Library staff. For-profit groups must submit their payment by check or money order prior to the meeting room use.

### Meeting Room Use

- 1) The “responsible person” should arrive first to have the meeting room unlocked, set up the room for the meeting, and should be the last to leave making sure the lights are off, equipment is returned and everyone has safely left the area.
- 2) A group using a meeting room may rearrange furniture, but must then return the room to its original condition before the Library's closing time. Groups are responsible for their own set up, though the Library will assist when staff is available. This includes picking up trash and vacuuming. Food and beverage is permitted in meeting rooms, with the understanding that the visiting organization is to leave the room as clean as it was found. **The Library reserves the right to charge a fee for any needed repairs or cleaning.**
- 3) Additional tables and chairs are stored in the front closet of Meeting Room 1 - any other equipment (see meeting room application) must be arranged for in advance with the library, or provided by the organization.
- 4) Equipment is available upon request. All equipment is property of the Library. It is the responsibility of the person booking the room to ensure that all equipment is returned in working order. If damaged by misuse a repair fee will be determined and invoiced accordingly.
- 5) Time requested should allow for setup, use, and cleanup of any meeting room scheduled during normal Library hours.
- 6) Decorating is not permitted. This includes using tape (of any kind), plastitack or thumbtacks.
- 7) Cooking is not permitted (per City code), however activities may be catered. No open flames or candles.
- 8) No alcohol or smoking is permitted on Library property at any time. [Beer and/or wine may only be served at library events and also those sponsored by either the Library Foundation or Friends of the Library as long as all legal and insurance standards have been met.]
- 9) Children or youth groups must have at least one adult advisor present. Applications will only be accepted from an adult who will assume full responsibility.
- 10) Animals are not permitted in the building, except those trained to aid persons with special needs or for Library sponsored programs.
- 11) Meeting rooms are available for public use during Library open hours. Rooms must be vacated 15 minutes prior to closing (Monday-Thursday 8:45 pm; Friday and Saturday 5:45 pm; Sunday 4:45 pm.) Groups not vacating a room in a timely fashion may have their meeting room privileges suspended. Groups needing to start prior to Library “opening” hours should consult the Facilities Manager.
- 12) All meetings are free and open to the public.