

Richwood – North Union Public Library

4 E. Ottawa St., Richwood, Ohio 43344

(740) 943—3054

Meeting Room Policy

The Library meeting room is available for use by community groups or individual citizens for informational, educational, cultural, recreational, or civic purposes.

The Meeting Room Policy establishes rules and procedures for the use of the Library's meeting room. Use of the meeting room by any group signifies acceptance of the terms of this policy.

A copy of this policy will be given to all those applying to use the meeting room.

General Guidelines:

- The Library meeting room is open to all groups in the community regardless of the beliefs and affiliations of their members provided that the meetings are open to the public.
- Permission granted to use the library meeting room in no way constitutes endorsement of the policies or beliefs of any group or organization. Meetings should not be publicized in a manner that suggests library sponsorship or affiliation.
- No outside groups or organizations using the meeting room shall charge an admission fee or sell materials, goods, or services for private profit or gain.
- No activity shall be permitted which shall in any manner be potentially or directly destructive to library property or potentially or directly disruptive to the function of the library.
- The Library Director reserves the right to deny permission for use of the meeting room to any group that is disorderly or violates any part of this policy.
- **Library-sponsored activities shall always take precedence in scheduling meeting room use. Non-library groups will be scheduled within the constraints of availability.**

Care and Use of Facilities:

- Unlawful activity shall not be permitted in meeting rooms and such activity shall be a basis to deny the use of the library meeting room by groups or individuals violating this policy
- It is the responsibility of the group engaging the meeting room to uphold all library policies
- Activities for minors, age 17 and under, must be supervised by adults at all times.
- No group or member of any group may attach decorations, signs, banners, or fliers to any library wall, ceiling, or piece of property without permission of the Library Director.
- Noise levels from the meeting room must not disturb library patrons or staff. Meetings may be terminated if they are disruptive to library services.
- During the non-library hours no one is permitted beyond the meeting room common area.
- Library-owned audio-visual equipment is available for use; check with library personnel in advance for availability.
- The Library will not store or be responsible for audio-visual or other equipment belonging to groups using the facility
- The kitchen area is a minimum use area only.
- No cooking or food preparation is allowed on-site
- Groups serving food and/or beverages must provide their own dishes, cups, utensils, napkins, and other needed supplies.
- Individuals or groups reserving the meeting room for hours when the library will be closed are responsible for picking up a copy of the door key not more than 24 hours in advance during the Library's regular operating hours.
- Individuals or groups reserving the Library meeting room after regular business hours are responsible for ensuring all doors are locked and secured before leaving the premises.
- The key to the meeting room is to be returned to the Library by the following business day before twelve noon.
- The Library is not responsible for loss of items left on the premises.
- The Library assumes no liability for any loss or damage arising from the use of the meeting room by those reserving the meeting room, affiliated group members, and guests.
- If furniture is rearranged, please return the furniture arrangement according to the Meeting Room Setup Guide found on the bulletin board near the door of the meeting room before vacating.
- The group reserving the meeting room is responsible for damages to Library equipment, furniture, or facilities during the meeting and it will pay for any damages.
- All trash resulting from the serving of refreshments must be removed by the individuals using the room and a new liner must be added to the trash can.
- Groups must vacate the meeting room promptly at the end of their scheduled time

Reservations and Cancellations:

- Reservations for the meeting room may be made in person, by telephone, or in writing. Requests will be honored on a first-come, first-served basis.
- All persons reserving the meeting room must be at least 18 years of age or older.
- Reservations may be made up to six months in advance.
- All groups not affiliated with the Library must fill out the attached Meeting Room Application and return it to the Library before each use of the meeting room unless long-term arrangements have been made with the Library Director.
- If an event is canceled, those reserving the meeting room will notify the Library as soon as possible so that the room may be rescheduled for another use.
- The Library reserves the right to cancel reservations for the meeting room at any time. Every effort will be made to give as much notice as possible to the individual(s) listed on the reservation.

Fees and Deposits:

- The meeting room is free of charge.
- A \$50 cleaning deposit in the form of a check or money order is required for use of the meeting room.
- The cleaning deposit is refundable after inspection by library staff, subject to deduction for late key returns or any cleaning or repair necessitated by such use.
- The deposit is not to be construed as a limitation for damages in the event the damage exceeds the deposit. Applicants shall remain responsible for any and all damage exceeding the deposit.
- The fee for returning keys late will be assessed at a rate of \$1.00 per day. Lost keys will result in a fee of \$15.00.
- Any individual or group with an outstanding balance for repairs or cleaning will be denied future use of the meeting room until the amount is paid in full.
- Groups with recurring reservations of at least one meeting per month for at least two consecutive months may leave a check for the deposit for a period of up to six months.
- Deposits may only be claimed by the individual named as the applicant on the Meeting Room Reservation Agreement.
- Unclaimed deposits from non-recurring reservations left longer than 30 days after use will be considered a donation to the library and processed accordingly.