

Pickaway County District Public Library Meeting Room Policy

Library meeting spaces are used by the Library to promote library services through programs and meetings. When meeting space is not scheduled for use by the Library, it may be reserved free of charge by educational, cultural, civic and governmental groups serving Pickaway County to conduct non-profit meetings and conferences. Trade or professional associations are interpreted to be educational groups. Artistic performances by individuals will be permitted only when co-sponsored by the Library.

Library meeting spaces are available to for-profit groups during regular business hours for a charge of \$40 for up to four hours OR \$80 for more than four hours. Payments must be made in cash, money order or check (payable to the Pickaway County District Public Library) at least five days before the meeting date. Refunds will be given to groups that cancel with at least 48 hours notice to the library. If the library must close on the date of the meeting, groups may receive a refund or reschedule.

No admissions may be charged, products sold, or collections taken for events held on Library premises except when sponsored by the Library, the Friends of the Library, or the Pickaway County Library Foundation.

The use of Library premises for profit-making enterprises is not permitted. No selling, marketing, or recruiting of clients is permitted on Library premises, except by Library-related groups (e.g. the Friends of the Library).

The use of Library premises for partisan political rallies, meetings, speeches, or recruitment is not permitted. However, political parties may hold organizational or staff meeting on Library premises and bipartisan debates of issues or between candidates are permitted and encouraged.

The use of the Library premises for private social functions such as parties or receptions is not permitted. Because meeting room space is also used for public exhibits, all meetings and events are open to the public. Library staff have the right to monitor all meetings and programs held on Library premises.

The Library meeting spaces are scheduled for specific times in half-hour increments. Meetings and events, and their preparation (personal equipment or materials placement, refreshments, registration, etc.) must be planned to begin and end within the prearranged times.

Each organization requesting use of Library premises must complete, sign and return an application form to the Library to confirm the reserved meeting space. The signer, who must be at least 21 years of age, assumes all responsibility for any damages to library facilities, furnishings and/or equipment that may occur. The signer will also serve as the contact person should room and/or equipment requirements need to be changed. The person signing the application should read all relevant library policies and receive copies thereof. The meeting spaces should be left in the condition in which they were found.

The Library will not be responsible for accidents and injuries and will assume no responsibility for equipment, supplies or other items owned by the group or individual when used in the Library. Programs for minors shall have an adult, age 21 or older present during the entire use of the facility by the group.

The following are prohibited on Library premises: consumption of alcoholic beverages, use of tobacco products, burning of candles or open flame containers, and improper or illegal use of drugs.

Pickaway County District Public Library Meeting Room Policy

Each organization should dispose of any foodstuffs, supplies, condiments, etc. that it brings into the Library. The Library does not provide table linens, dish towels, dish cloths, disposable paper items, or food, beverage or coffee supplies.

Each organization is responsible for returning the meeting room to the condition in which it is found and is further responsible for the cost to repair any damages caused by other than ordinary use. If the room is not left in a clean, orderly condition, a \$25 custodial fee may be charged. This fee would have to be paid prior to the group being allowed to use the Library meeting spaces again.

The Library reserves the right to change any meeting as necessary. This includes reassigning meeting spaces, and, in emergency situations, canceling meetings. Meetings held in the Library meeting rooms must not disturb normal Library operations. The Library reserves the right to stop meetings that are disruptive to normal Library operations.

As a general rule, an organization may use Library premises no more than once per month. All exceptions to this must be approved by the Library Director or his/her designee.

Library meeting spaces may be booked up to one year in advance.

The Library reserves the right to reject any application for use of Library premises. Any abuse of meeting room privileges or contracts can result in the suspension of these privileges.

Use of meeting rooms does not necessarily constitute Library sponsorship or endorsement.

Groups using the Younkin Branch Library meeting room after normal library hours are required to turn out lights and secure the building when leaving.

Any issues not covered here fall under general library policies and operations.