

2.9.1. Meeting Rooms and Conference Rooms

Policy Effective Date: 3/8/2020

The primary purpose of library meeting rooms is to provide a space for library and library-related activities. The needs of the library will take precedence. The library reserves the right to cancel or reschedule any meeting. When a meeting room is not being used for a library activity, the space may be reserved by outside groups or individuals per this policy.

I. Meeting Rooms

a. Availability

- i. Library meeting room space is available via reservation for use by government officials, non-profit groups, or individuals for civic, cultural, or educational programs or meetings at no charge. Trade or professional associations are interpreted to be educational in nature. Access will be provided on equal terms, regardless of the beliefs or affiliations of individuals or groups requesting use.
- ii. Library meeting spaces are available to for-profit groups during regular business hours for a charge of \$40 per day for up to four hours or \$80 per day 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.
- iii. The library generally limits use of meeting rooms by individuals or organizations to once per month. Organizations booking the room under different member names or otherwise attempting to circumvent library policy or procedure may be denied access to the library meeting rooms by the director or their designee.
- iv. All meetings and events held in library meeting rooms are open to the public unless otherwise approved in advance by the library director. Library staff have the right to monitor all meetings and programs held on library property.
- v. Meeting room availability, including approved reservations, is subject to change due to library closings for inclement weather or other emergency situations.

b. Marketing

- i. Allowed use of public meeting rooms does not imply library endorsement of any non-library event or activity held in the meeting rooms. Non-library events may not use library contact information in their publicity and may not claim library sponsorship of events or activities.

c. Reservations

- i. The director or their designee must approve all reservations. A representative of the group requesting a room should complete a meeting room request online or by phone at least 24 hours prior to the meeting date. The time requested should include setup and breakdown time. The requester of the room reservation must be a legal adult.
- ii. Reservations are not transferable.

- d. Selling Merchandise or Charging for Attendance
 - i. The Library may permit presenters at library-sponsored programs to sell merchandise related to the subject or activity of their programs. Library-sponsored program may have a registration charge to defray or reduce the cost of the program.
 - ii. Outside groups using library meeting space may not sell merchandise, charge admittance, or solicit commercial sales or services.
- e. Food and Drink
 - i. Refreshments may be served in the meeting rooms. Smoking and alcoholic beverages are prohibited. A group serving refreshments is responsible for providing all serving utensils and for cleaning up following its meeting.
- f. Furniture and Equipment
 - i. Groups are responsible for arranging chairs, tables, and other equipment as desired. Following use of the room, groups must return the room to its original state.
 - ii. No decorations or other materials may be attached to the walls or ceiling of meeting rooms.
 - iii. Flammable materials including but not limited to candles or canned burners are prohibited unless use has been approved by library staff.
 - iv. Individuals using a library meeting room are responsible for the care of library furniture and equipment such as tables, projector screens, and projectors and are liable for damages made to equipment or furniture.
- g. Liability
 - i. The Board and the library staff do not assume any liability for groups or individuals attending any meeting or program in the library.
 - ii. The requester of a room must be a legal adult and is responsible for the orderly conduct of the group. Unattended minors are not permitted in library meeting rooms.
 - iii. In the event of any damage to library property and/or equipment during use of a meeting room the individual listed as the contact on the room request is liable.

II. Conference Rooms

- a. Availability
 - i. Conference rooms are available at the Main library for use by any individual or group at no charge during open library hours. These rooms may not be reserved by non-library staff and are open for use on a first come first served basis. Limits on uses per month do not apply to the conference rooms; however, staff may ask individuals or groups to vacate the conference rooms for a period of time if they feel the space is being monopolized.