

# Cardington-Lincoln Public Library

## Meeting Room Use Procedures

The following procedure shall guide the Cardington-Lincoln Public Library Board of Trustees' policy on Meeting Room Use.

The library will provide tables and chairs required by the group or organization. Library audiovisual equipment will NOT be available for use by outside organizations. Only the following equipment will be furnished by the library: tables, chairs, lectern. Each group is required to set up tables and chairs for their meeting and is required to return these items to their original position after the meeting is concluded if changed from library setup.

### **Kitchen Facilities and Meeting Room Fees**

1. The library will NOT provide dishes, silverware, table covers, or any other kitchen utensils, coffee, coffee supplies, or food. This policy is not applicable to library-related activities.
2. A fee of \$20 will be charged for parties.
3. A fee will be charged if the group's use of the room results in the need for repair to library furnishings or equipment or if excessive clean-up is required by library staff. Imposition of this fee will be at the discretion of the Library Director. There will be a fee assessed for the loss of any keys.

### **Reservations**

1. To reserve the meeting room the person in charge must be 18 years of age or older.
2. The room must be reserved one month in advance. Reservations can be made by phone or in person.
3. Reservations are made on a first come, first served basis.
4. Groups are not permitted to use the room until the request has been formally approved by the Library Director.
5. If a fee is required for use of the room, payment is due with the completed application.

### **Meeting Room Rules**

1. A library sponsored program will take precedence over community groups for use of the tentative scheduled room on that date or at that time. An attempt will be made to provide an alternative date or time for the community group.
2. The name, address, or telephone number of the library may not be used as the contact person for the community group.
3. The use of the meeting room by a non-library group shall not be publicized in such a way as to imply library sponsorship of the group's activities unless the activity is being co-sponsored by the library.
4. If refreshments are served, attendees are to be clearly advised by the group leader that food and/or beverages are not to be taken into any library areas outside the meeting room. Groups are expected to return the kitchen and meeting room facilities to their original condition. Trash should be bagged and taken to the dumpster in the back of the library.

5. **Prompt notification to the library of cancellation of a meeting is required.** It is the group leader's responsibility to notify its members/audience if the scheduled meeting or public program is to be canceled. The library does not post signs about such cancellations.
6. The library is required to report statistics on the use of its meeting rooms.
7. An adult leader shall be present at all times and be responsible for the supervision of any groups of children under the age of 18 using the meeting rooms.
8. The meeting/program must be held within the confines of the meeting room and shall not cause disturbance to those using the library's public areas. If the library is closed during the event, under no circumstances may any member of the group or organization enter any unopened areas. Doing so will result in charges being filed.
9. No decorations, posters, or any other materials may be installed or displayed in the meeting room without prior library approval.
10. There will be no use of library-owned audiovisual equipment.
11. Alcoholic beverages and smoking are not permitted on library premises.
12. During a meeting or program that is open to the public, no admission fee or donation requests are permitted. No items may be sold unless for the profit of the library or approved author visit. However, groups may charge a reasonable fee to recover the cost of materials, hand outs, craft making supplies, refreshments, etc. Arrangements for any such fees have to be approved at the time of booking the room reservation.
13. The library may, on occasion, sponsor classes offering instruction in skills. Tuition fees to cover costs of supplies may be charged. The library may also allow its meeting rooms to be used by local school systems or area colleges and universities. In such cases, tuition fees may be charged.
14. The library does not endorse the views expressed by any group or individual using its meeting rooms, but does endorse the right of those individuals or groups to express their views so long as they abide by the policies and rules governing the use of the library meeting rooms.
15. When entering the building for your event, if the room or restrooms are found in poor condition, please leave a message on the library answering machine at 419-864-8181.

### **Responsibilities**

1. **Failure to abide by these rules for meeting room use may be justification for denying the group further use of meeting rooms.**
2. **The library is not liable for injuries to people, damage to their property, or loss of property belonging to individuals or groups using the meeting rooms.**
3. The group using the meeting room is responsible for setting up tables, chairs, etc. used by the group and for returning these items to their original position after the meeting is ended if changed from library setup.
4. Any adult reserving a meeting room must agree to assume full responsibility for any damages to the facility or equipment which may occur as a result of the group's activities.

# Cardington-Lincoln Public Library

## Meeting Room Use Application

### Contact information:

Group Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Nature of meeting room use (circle one): non-profit civic cultural educational personal

### Event Information:

Date of Event: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Estimated number of attendees: \_\_\_\_\_

Fee: \_\_\_\_\_

### I acknowledge that:

- The event is free – no admission fees or donations will be charged/collected and it is not a fundraising event.
- The event is open to the public.
- The event is not intended to promote, advertise, or lead to the sale of a product or service nor is it an employee orientation or training program.
- Payment shall be made for any damage to or loss of library property, and a fee for janitorial service may be assessed if the room is not left in the condition in which it was found.
- The library is not liable for injuries to people or damage to property of organizations using the room.
- Only light refreshments and no alcoholic beverages will be served.
- I have read the library's Public Meeting Room Policy and Use Procedures and acknowledge that our organization will adhere to the policy for the duration of our use of the room.

Signature of Contact: \_\_\_\_\_ Date: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Collected: \_\_\_\_\_ Fee Collected By: \_\_\_\_\_