

# Franklin-Springboro Public Library

## Meeting Room Policy

### **Purpose**

The meeting rooms of the Franklin-Springboro Public Library are available for public gatherings of local non-profit, civic, cultural and educational groups when the rooms are not being used for library-related activities. Use of meeting room facilities must take place in a responsible manner, without undue cost to the Board of Trustees and without undue interference with library activity.

### **Use**

1. Non-profit groups have priority in reserving the meeting rooms.
2. People attending the meeting cannot be charged for dues, registration, reimbursement for materials, or any other fees without the written approval of the library director or branch manager.
3. Meetings planned by a company or individual to promote, advertise or lead to the sale of a product or service are not permitted.
4. Groups of children are welcome to use the room, but application must be made by an adult and adult supervision of the group must be maintained at all times.
5. Private tutors may use the library for tutoring, however, this must be done with no assistance from the library other than the usual and customary services performed by the library for all patrons.
6. Private social events such as family reunions or wedding receptions are NOT permitted.
7. Religious and partisan political activities are NOT permitted, to avoid the appearance of an endorsement by the library.
8. The Library Board of Trustees reserves the right to review any or all applications and may demand sufficient time to make proper investigation before granting approval.

### **Fees and Liabilities**

1. The library charges no fees for use of the meeting room.
2. 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.
3. The library is not liable for injuries to people or damage to property of organizations using the room.

### **Guidelines for Meeting Room Use**

1. Library programs take precedence over other meeting room activities.
2. Only light refreshments may be served. Meeting room must be left free of crumbs, waste, etc.
3. Smoking is prohibited in all areas of the library.
4. Each group using a room is responsible for setting up the room and returning it to its original condition. The Library staff cannot set up or take down chairs or tables.
5. Meetings may be held before or after normal library hours with the permission of the director or branch manager.
6. The library is unable to provide storage space for groups using the room; therefore, any food, beverages or personal items left in the meeting room on the day following a meeting will be discarded.

### **Reservations and Cancellations**

1. An application for the use of a meeting room must be completed and signed by a representative of the group and filed with the library.
2. Reservations for the use of the rooms may be made **no more than three months in advance**.
3. A maximum of two meetings per month may be scheduled. The library director or the branch manager must approve long term or multiple engagements.
4. Requests will be considered on a first come, first served basis.
5. Applicants will receive confirmation verifying date, time and acceptance or denial of request.
6. The library reserves the right to cancel prior meeting room reservations without notice in the event of emergency, such as snow closings or unsafe building conditions. Emergency closings will be broadcast on WHIO-TV, Channel 7.
7. Library staff should be notified as soon as possible if a meeting scheduled for the room has been canceled.

### **Publicity**

1. The name, address or phone number of the Franklin-Springboro Public Library may not be used as the official address or headquarters of an organization.
2. 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.
3. Copies of all publicity of events to be held in the meeting room should be made available to the library.