



Meeting Room Policy

Approved by the Board of Trustees on February 20, 2025.

The Franklin-Springboro Public Library (FSPL) meeting rooms are available free of charge during operating hours to local non-profit, civic, cultural, and educational groups. The meeting rooms are a community resource, but the FSPL does not endorse the purposes and policies of organizations using the meeting rooms.

FSPL programs take precedence over other meeting room activities. Approval of meeting room requests are made with regard to the operational needs of the whole Library, including available parking, staffing levels, and time constraints. The FSPL reserves the right to review all applications and require sufficient time to make proper investigation before granting approval. The FSPL reserves the right to limit or restrict the use of the meeting rooms as it deems appropriate to optimize the public's use of this valuable resource.

Library meeting rooms may **NOT** be used for:

- Political campaigning or signing of petitions (organizational meetings are allowed).
- Fundraising purposes or monetary gain.
- Promotion or sale of services (internal staff meetings are allowed).
- Conducting classes for profit.
- Private social events, such as reunions, parties, or receptions.

Guidelines:

- Representatives are required to have a Library card, must be 21 or older, and in good standing according to the *FSPL Circulation and Patron Behavior Policy*.
- Requests must be submitted in advance. Reservations are NOT confirmed until written approval has been received.
- Reservations are limited to twice a month and only three months in advance. Requests are considered on a first come, first served basis.
- No registration requirement, admission fee, attendance charge, or donation requests allowed by any non-Library group.
- All meetings must be open to the public and news media.
- The name, address, phone number, or website of the FSPL may not be used as the official address, headquarters, or identifier of an organization. The room will not be publicized in such a way as to imply FSPL sponsorship of the group's activities. The Library's email and telephone number may not be listed on announcements or publicity.
- Organizations are responsible for their own meeting room set-up.
- Technology must be checked out on the representative's Library card.
- The representative is responsible for the group and any loss or damage to FSPL technology or property.
- Representatives must contact the circulation desk at the conclusion of their meeting to ensure that technology is returned, the room is properly locked, and in the condition for which it was found. Rooms must be clean and left in their original condition. Representatives are financially responsible for any professional cleaning charges related to their group's usage of the meeting rooms.
- Meeting attendance cannot exceed the maximum occupancy for the room.
- Children must be supervised by an adult at all times.
- Food and non-alcoholic beverages are permitted.
- All rooms must be vacated 15 minutes prior to closing.
- No storage space or receiving of group's materials provided. Items left will be discarded.
- No illegal activity or activities prohibited by Library policy may be conducted.
- No open flames, chemical usage, or activities deemed dangerous by the Library.
- The FSPL reserves the right to re-assign a meeting room based on the size of the group.
- The FSPL reserves the right to cancel reservations without notice in cases of weather closings or any unsafe building conditions.
- Notify FSPL as soon as possible regarding meeting room usage cancellations.
- The FSPL is not liable for injuries to people or damage to property for anyone in the meeting rooms.

Study Rooms: FSPL study rooms are to be used on a first come, first served basis for individual or small group work or study and are to be used in accordance with the FSPL's Policies. Users may be asked to leave if they disturb others or if they engage in destructive or inappropriate behavior.

Violations of this policy will revoke all future meeting room privileges.



Meeting Room Request Form

Franklin Branch • 44 East 4th Street • Franklin, Ohio 45005 • (937) 746-2665
Springboro Branch • 125 Park Lane • Springboro, Ohio 45066 • (937) 748-3200

Date needed: _____ Time (from): _____ (to): _____ Location (circle one): Franklin Springboro

Please allow time to set up and clean up. Meeting room must be vacated fifteen minutes prior to closing.

Purpose of Meeting: _____

Estimated Attendance: _____ Will refreshments be served (circle one)? YES NO

Will your group require access to presentation software or technology (circle one)? YES NO

Name of Organization: _____

Name of Representative: _____

Telephone: _____ Library Card Number (Required): _____

Address: _____ City: _____ State: _____ Zip Code: _____

Email Address: _____

The undersigned has received and read the Franklin-Springboro Public Library's Meeting Room Policy. The undersigned agrees to assume responsibility for the preservation of order at the Franklin-Springboro Public Library (hereafter referred to as the Library) and liability for any damage thereto and for the observance of all policies, rules and regulations of the Library and further release the Library, and their respective officials, employees, and agents from any liability of any kind whatsoever arising out of participation, organization and/or sponsoring the use of the Library Meeting Room. The undersigned further agrees to indemnify and hold harmless all of the aforementioned parties from and against any and all actions, causes of action, losses, damages, liabilities, and claims, and all fees, costs and expenses of any kind related thereto (including without limitations, reasonable attorney's fees), arising out of or resulting from claims based upon or related to participation, organization and/or sponsorship of use of the Library Meeting Room. Violation of the Meeting Room Policy will revoke all future meeting room privileges.

The undersigned is at least 21 years of age and intends to be bound by this agreement.

Signature of Representative

Date

Please be aware that when submitting this form by email or in person, approval of this request by a Library staff member is mandatory. You will be contacted with written approval or denial. Reservations may be made three months in advance and must be made three business days before the reservation date. Reservations are limited to twice a month and are considered on a first-come, first-served basis.

LIBRARY USE ONLY Application Taken By _____ Date _____

Contacted patron by: phone email in-person mail

Comments: _____

Approved _____ Denied _____ Reason for Denial _____

Approved/Denied By _____ Date _____

Franklin Space: Hankinson Meeting Room A/B C Conference Novak Conference

Springboro Space: Meeting Room Garland Conference