

Using Library Meeting Rooms

Group Name: _____
Staff Initials: _____

Statement of Policy

Meeting rooms in the library system provide an opportunity to bring together the resources of the library and the activities of the community. *All community meetings held in the library meeting rooms must be open to the public.*

Reserving a Meeting Room

- Use of the meeting room is free.
- The person reserving a meeting room must be at least 18 years of age. A reservation for a group of people under age 18 must be made by a supervising adult.
- Reservations for meeting room use are made in person or by phone at the library where the meetings will be held.
- Rooms must be reserved in advance of use.
- A group may have no more than two meetings scheduled at a time.
- Groups may wish to occasionally reserve facilities for programs in a series. This may be possible with the approval of the head librarian.
- Tables and chairs are available for the group to set up.
- Each location has audio-visual equipment which must be requested at the time of scheduling. Groups must supply their own equipment operator.
- By order of the Fire Marshall, occupancy is limited, as follows:

Xenia Community Library - First Floor Meeting Room - 297 standing, 130 w/chairs, 59 w/tables & chairs; Second Floor Meeting Room - 42 w/chairs, 20 w/tables & chairs

Fairborn Community Library - 50 standing, 21 w/chairs, 10 w/tables & chairs

Beavercreek Community Library - 35 standing, 20 w/chairs

Yellow Springs Community Library - 202 standing, 86 w/chairs, 40 w/tables & chairs

Cedarville Community Library - 60 standing, 30 w/chairs

Meeting Room Rules

- Community groups whose purposes are non-profit, civic, cultural or educational are encouraged to use library meeting rooms. Meeting rooms may not be used for social activities, private parties, commercial endeavors or gatherings which advertise a product or service.
- Library programs take precedence over all other scheduled meeting room events. The library reserves the right to change or cancel meeting room reservations when absolutely necessary.
- Use of the meeting room shall not be publicized in such a way as to imply library sponsorship of the group's activities.
- Publicity about a group's use of the meeting room must include an address or telephone number other than the library as contact for information.
- Groups should allow time to arrange the room to meet their needs.
- Refreshments may be served in the meeting rooms, except in Beavercreek.
- Groups are responsible for notifying the library of cancellation of a meeting in addition to notifying group members and/or the audience.
- An adult leader shall be present at all times and responsible for the supervision of any groups of children under age 18 using a meeting room.
- Meetings/programs shall not disturb persons using the library's public areas.
- Alcoholic beverages and smoking are not permitted in meeting rooms.
- Non-library groups may not charge admission fees or make commercial solicitations on library premises. Groups may charge a reasonable fee to recover the cost of materials, handouts, craft-making supplies, refreshments, etc.
- Each library has a check-list of meeting room closing procedures. Groups are responsible for leaving the room in good order.
- The library is not responsible for personal belongings of persons attending the meeting.
- Groups using the meeting rooms must leave when the library closes.
- The library will attempt to reach the contact person for the group if the library must close for an emergency.
- The adult who books the meeting room assumes full responsibility for any damages to the facility or equipment which may occur as a result of the group's use.
- Parking is limited at all sites. Carpooling should be encouraged.
- Children of adults attending meetings in library meeting rooms are the responsibility of those adults.
- Failure to abide by the rules may be justification for restricting the group's future use of a room.
- If during your meeting there is a spill, blot it immediately with paper towels and report it to staff so that a stain might be prevented.
- Following your meeting, you are expected to:
 - place debris in provided trash receptacles
 - vacuum carpet if food has been served or if there is debris on the floor (inquire at the desk for a vacuum/push broom)
 - report any stains to the staff

Responsibility Agreement

As the representative of the organization using the library meeting room, I acknowledge that I have read and received a copy of the rules for meeting room use, and that I am responsible for any infraction of the regulations and any damage to library property incurred during or in connection with our meeting. (A new form must be signed in order to change the assignment of responsibility.)

Meeting Date and Time: _____

Group Name: _____

Your Printed Name: _____

Your Phone Number: _____

Your Signature: _____