

# BOARD POLICIES

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## MEETING ROOM

Category: Operational

Approved: August 30, 2006

Revised: 2018

Rocky River Public Library is committed to helping build a sense of community by offering free meeting room space to nonprofit organizations or individuals for educational, cultural, civic, charitable, intellectual, or related activities. Organizations may use a room to conduct the general affairs of the organization. All meetings and programs must be free and open to the public and consistent with the informational, educational, recreational, and cultural purposes of the library.

Social, fundraising, commercial, partisan campaign meetings or religious services are prohibited. Exceptions are Rocky River Public Library related programs or functions.

**Meeting Rooms are open free of charge on a first-come, first-served basis to nonprofit organizations located in Rocky River, or to a group member who is a resident of Rocky River, who will accept responsibility for complying with the Meeting Room Policy for the group.**

When library meeting rooms are not being used for library-related programs, there are two rooms available (Auditorium and Community Room). No admission fees may be charged or donations collected. Meetings planned by a company or individual to promote, advertise, or lead to a sale of a product or service are not permitted.

### **Procedures: General Reservation Rules and Policies**

Maximum length of a meeting room agreement is one year. The maximum number of times any one group may reserve the use of meeting rooms is once a month, (12 times per year). However, if rooms are available, additional times may be reserved, but requests may be made only seven days in advance of the date requested. As a community service, our library makes its meeting rooms available for use by nonprofit organizations ranging from 8 in size to a maximum of 80 participants.

Nonprofit organizations from outside Rocky River wishing to use the meeting rooms may do so on an “as available” basis seven days in advance of the date desired.

The library reserves the right to reassign meeting rooms or cancel use of meeting rooms by outside organizations if the Director determines the space is needed for library purposes. Such “bumping” would be done only after an attempt to provide an alternative location or date for the group has failed.

The Director or Deputy Director is responsible for reviewing and approving **all** Meeting Room requests, and for monitoring compliance with regulations governing the use of library meeting rooms. No contract is in effect until signed by the Director.

An adult representative of the nonprofit organization shall complete an agreement accepting responsibility. In addition to sponsoring the group, the adult representative agrees to assume responsibility for the group’s adherence to the rules and for any damages to the facility or equipment that may occur as a result of the group’s use. Agreements may be terminated by the library because of activities that interfere with library operations, e.g., excessive noise, excessive traffic into and out of meeting room, disturbances caused by unattended children, and solicitation of library staff or patrons.

### **Room Set-up**

Groups preferring a room configuration that is different from the options provided are responsible for setting the room up themselves and for returning it to original setup immediately afterwards.

Any problem or deficiency with the room must be reported prior to the group’s use to the Meeting Room Coordinator at 440-895-3784. Sponsors also must assure that the room is left in the same condition as they found it.

### **Audiovisual Equipment & Signs**

Groups are responsible for transporting, setting up, and operating their own equipment. A cart can be provided upon request for bringing such equipment into the building. Groups may not store or leave their equipment at the library overnight.

Library audiovisual equipment is available free of charge for use during meetings held at the library. Groups are responsible for operating any equipment furnished and liable for equipment that is damaged. Reservations for available items must be made with the Room Coordinator at least 48 hours in advance of the meeting date.

Groups are not permitted to affix any signs or materials on meeting room doors or walls.

### **Food & Beverage**

Light refreshments may be served. No alcoholic beverages are permitted. The kitchenette (sink with running water) is available for use by groups. The library will provide hot water or coffee pots if requested. Groups are responsible for providing their supplies and for cleaning up the kitchenette and the room.

A fee may be charged if the group's use of the room and/or kitchenette has resulted in a need for repair to library furnishings, or if excessive clean-up is required. Imposition of this fee will be at the discretion of the Director.

### **Supervision**

Adults must be present at children's events and will assume responsibility for any damage the children may cause. Children 10 years or younger must not be left unattended in the library while their parent, guardian, or caregiver is attending a meeting.

### **Usage**

Meeting rooms are available for public use when the library is open, but must be vacated 15 minutes before the library closes. Groups may not transfer the use of rooms to other groups. Meeting rooms are not available for private social events.

### **Political and Religious Groups**

Regular meetings of political clubs may be held. Partisan campaign activities are not permitted. Groups meeting in the library may have candidates as speakers or issues presented as part of a program for their members as long as there is no political campaigning. These meetings must be open to the public and advertised as public meetings.

Religious groups may use the room for religious purposes, but not for religious worship services.

### **Sponsorship**

Non-library related groups may not use the library address or phone number as its own, nor state or imply publicly that the library endorses the group's activities or mission. The library will not take reservations for non-library events; reservations must be made directly to the sponsoring group.

### **Injuries**

The library is not liable for injuries to people, or loss or damage to property belonging to individuals or groups using a meeting room. The organization or individual agrees to release and holds the library harmless from any claims, actions or liabilities arising out of directly or indirectly, the organization's or individual's use of the meeting rooms, including without limitation, injuries to any persons using the meeting room from any food served and activities conducted, or damage to or loss of property belonging to individuals or groups using the meeting rooms. Whenever personal injury or loss or damage to property occurs in connection with use of a meeting room, the incident must be reported immediately to the staff member in charge of the library and an Incident Report must be completed.

### **In General**

Except in cases of emergency, messages cannot be conveyed to meeting room participants or attendees. The library and its meeting rooms are wheelchair accessible.

"No Smoking," "No Alcoholic Beverage," and "No Concealed Weapon" rules are strictly enforced.

**Notice of Cancellation**

Notice of cancellation of a meeting should be given to the Meeting Room Coordinator (440-895-3784) at least 24 hours in advance of the meeting time. Even in inclement weather, when 24 hour notice is not possible, the library should be notified of cancellations. Failure to cancel as soon as possible may result in future agreements being denied. If the library needs to close due to inclement weather or other emergency, the library will attempt to notify the person who reserved the room for the group. That person is then responsible for notifying the group's members.