

BOARD POLICIES

MEETING ROOM

Category: Operational

Approved: August 30, 2006

Revised: January 31, 2018; April 24, 2024

Rocky River Public Library is committed to building community by offering free meeting room space to community 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. As a limited public forum, all meetings and programs must be free and open to the public, consistent with the informational, educational, recreational, and cultural purposes of the Library, and in accordance with all other Library policies.

Social functions (birthday parties, showers, family reunions), tutoring, fundraising, or religious services are prohibited. Exceptions are fundraising for Rocky River Public Library and Rocky River Public Library support groups.

No admission fees may be charged, or donations collected. Meetings planned by a company or individual to promote, advertise, or lead to the sale of a product or service are not permitted.

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 participant registrations for non-Library events. Advertisements for events must indicate that the event is free and open to the public.

Procedures

Groups may reserve the use of meeting rooms on a first-come, first-served basis. Online and in-person reservations for community groups open September 1st for the succeeding twelve-month period. Individuals and commercial groups may reserve the meeting rooms up to three months in advance, also beginning on September 1st for the succeeding twelve-month period.

The Library reserves the right to limit groups to one meeting per month. However, if rooms are available, additional times may be reserved, but requests may only be made by contacting the

Library seven days in advance of the date requested. Walk-in requests will be considered based upon room availability.

The Library reserves the right to reassign meeting rooms or cancel the use of meeting rooms by outside organizations if the Library determines the space is needed for Library purposes. This is done only after an attempt to provide an alternative location or date for the group has failed.

All individuals and groups utilizing a meeting room will be required to complete an online agreement. The individual completing the agreement must be an adult that assumes responsibility for the orderly conduct of the group.

Online meeting room reservation requests must be made at least 48 hours before the event. Requests for meeting room use within 48 hours may only be made through Library staff. Applicants shall not consider meeting room requests approved until they have received written confirmation from the Library.

Meeting Room attendees must follow the Library's Patron Code of Conduct. Meetings must be conducted so as not to disturb others' use of the Library facilities. Groups that disturb Library activities or Library patrons may have their meeting room privileges suspended.

Meeting rooms are available for public use only when the Library is open. All meeting rooms must be vacated 15 minutes before the Library closes.

Notice of cancellation of a meeting should be given to the Library at least 24 hours in advance of the meeting time. If the Library closes due to inclement weather or another emergency, the Library will attempt to notify the person who reserved the room for the group.

Room Set-up

The Library offers a number of preconfigured room layout options to be selected during the booking process. Groups must select from these layout options but may alter the layout during the event themselves. Groups must return the room layout to the original setup and ensure that the room is left clean and orderly.

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

Audiovisual Equipment

Library audiovisual equipment is available for use during meetings held at the Library. Reservations for available items must be made at the time of the booking.

Requests for instruction on RRPL equipment must be made at least a week in advance of the event. Groups are encouraged to make a backup plan should the equipment not work as expected. AV assistance may not always be available at the time of the event.

Groups are responsible for transporting, setting up, and operating their own equipment. Groups may not store or leave their equipment at the Library.

Food & Beverage

Light refreshments may be served. No alcoholic beverages are permitted. The kitchenette 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.

At the discretion of the Director, a cost recovery fee may be assessed 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.

Supervision

A responsible adult must be present to supervise all minors. Children 9 years or younger must not be left unattended in the Library while their parent, guardian, or caregiver is attending a meeting.