

PLAIN CITY PUBLIC LIBRARY ADMINISTRATIVE POLICY AND PROCEDURES

SUBJECT: MEETING ROOM

DATE APPROVED: 2/19/1996

REVISED: 4/20/1998, 7/16/2001, 6/16/2014, 2/18/2019

POLICY: The meeting rooms of the Plain City Public Library are for use by individuals and small groups for study or by nonprofit groups or organizations which have a cultural, educational, or civic purpose. There is no charge to reserve or use meeting space.

- Requests for meeting room use may be made through the Library's on-line reservation system or by contacting a Library staff member.
- Public reservations are made on a first-come, first-served basis.
- Meeting room reservations are considered tentative pending approval by the designated staff member and are not transferable from one group/individual to another.
- Meeting space may not be reserved before or after the library's regular operating hours.
- Groups or individuals with a church or political affiliation may conduct business meetings; however, religious services and partisan political uses are not permitted.
- The use of meeting rooms for private social functions such as birthday parties, dances, wedding receptions, etc., is not permitted.
- Groups or individuals using library meeting space may not charge admission to the meeting or request donations. Meeting space may not be used for the primary purpose of promoting, advertising, or selling a product or service. Only the Plain City Public Library or the Friends of the Plain City Public Library may use the meeting room facilities for fundraising activities.
- Absolute privacy for groups using library meeting space is not guaranteed.

- Library use of meeting space takes precedence over any other use and the library reserves the right to cancel use of the meeting rooms if the Library Director or Library Board determines that the meeting space is needed for library purposes during emergency situations.
- Room set up will be the responsibility of the group using the room. All groups are responsible for returning the meeting room(s) to its original condition. The Board of Trustees reserves the right to assess a fee if these conditions are not met. Set-up may begin fifteen (15) minutes prior to a reservation.
- Groups must leave access to emergency exits clear and unobstructed.
- The use of open flames or possession of hazardous materials prohibited.
- Groups may not exceed the meeting room's maximum capacity.
- Items may not be left behind or stored in the meeting room beyond the reserved time. Library staff will dispose of items left in meeting rooms according to the library's Lost and Found policy.
- No decorations, posters or any other materials may be installed on the walls in the meeting room. An easel may be available for use upon request.
- Meeting room assets for public use such as equipment or furnishings are subject to change at any time.
- The individual making the meeting space reservation shall be financially responsible for any damage to library property, building, furnishings & equipment and shall assume responsibility for all loss, damage or injury arising from use of meeting space.
- The Library cannot be responsible for any equipment, supplies, materials, clothing or any other items brought by any group or individual attending meetings.
- Per the Use of the Library Policy, while on library property individuals and groups may not use tobacco products or e-cigarettes, consume alcohol or have animals that are not certified assistance animals. Violating any portion of the Use of the Library Policy may result in immediate exclusion from the library premises.

- The Library restricts the use of its website, logo or other identifiers or promotional material owned by the Plain City Public Library for use by other individuals or organizations to promote their meetings or agendas. The Library's name and address may only be used to alert attendees to a Library staff approved meeting location and may not be used to infer an endorsement.
- The Library Board of Trustees or the Library Director may, for good cause, deny or cancel any application for reservation of meeting space, and for good cause, may waive any meeting room regulation.
- Violation of these rules may preclude further use of the meeting room.

Meeting space is available with additional parameters in the following areas:

- Wilson Community Room is available by advance reservation only. The individual making the room reservation must be at least eighteen (18) years of age. An adult must be present in the room during the entire use of the room.
- Flex Room AB is available by advance reservation only. The individual making the room reservation must be at least eighteen (18) years of age. An adult must be present in the room during the entire use of the room.
- Flex Room A is available by advance or same day reservation. The individual making the room reservation must be at least fourteen (14) years of age. Individuals may use this room for study. Groups using this room may not exceed four (4) individuals.
- Flex Room B is available by advance or same day reservation. The individual making the room reservation must be at least fourteen (14) years of age. Individuals may use this room for study. Groups using this room may not exceed eight (8) individuals.
- Jane Taylor Storytime Room is not available for public reservation or public group meetings.