

MEETING ROOM POLICY

OVERVIEW

The mission of the Ohio County Public Library is to provide access to resources to support the informational, educational, recreational, and cultural needs and interests of its area residents in a financially responsible manner. Within this framework, the library offers its meeting rooms free of charge, for use by all nonprofit groups and organizations engaged in educational, cultural, intellectual, recreational, or charitable activities regardless of origin, age, background, or views. All reasons for requesting the facility and all the activities held within must fully comply with all applicable laws, ordinances, and regulations. The following uses are not allowed: promotion or sale of goods or services, political campaigns, fundraising, private events (baby or bridal showers, weddings, birthday parties, retirement parties, graduation parties), or classes for profit. This list of prohibited uses is neither exclusive nor exhaustive.

ROOMS

Room Name	Maximum Capacity
Auditorium	120
Meeting Room	80
Classroom	30
Board Room	8

GUIDELINES FOR MEETING ROOM USE

1. All individuals using the meeting rooms must follow the Ohio County Public Library's Code of Conduct.
2. Since the OCPL is a public institution, supported by public funds, **all programs must be open to the public at large.**
3. The library reserves the right to publicize any or all programs of community interest. This right does not obligate the library to provide publicity for any particular program.
4. Publicity for a meeting by a non-library group in a library meeting room must not be worded in a manner that would imply library sponsorship of the group's activities. In the event publicity concerning the meeting is circulated which lists the library's name and address, this disclaimer should be included: **"This event is not sponsored by the Ohio County Public Library."**
5. The name, address, or telephone number of the library must not be used as the official address or headquarters of an organization.

6. Individuals or groups will not be allowed to post signs or distribute materials on library property without the approval of the Library Director. Informational materials should be given to the library's Reference Department staff to post.
7. Granting the use of its meeting rooms does not imply approval by the library of the group, the meeting, or the ideas presented at the meeting.
8. Meetings must not be of a nature that would interfere with the normal operations of the library. The library reserves the right to discontinue the use of the room by any group which disturbs the usual operations and procedures of the library.
9. Youth groups wishing to use a meeting room must provide the name of an adult who will be responsible for the group's activities while in the library. The responsible adult must complete the Meeting Room Policy Acknowledgement form and will be present in the library during the activity.
10. No group may charge admission to a meeting held in these facilities nor may it solicit or collect a "free will" offering, nor may it present for sale any item which is conditional for attendance to the program.
11. Only the library or a library group may sponsor a fund-raising or purely social program in the library.
12. For-profit groups and/or businesses are only permitted to use library meeting rooms for nonprofit purposes such as staff training sessions.
13. Groups may be asked to furnish a copy of their 501(C) 3 statement verifying non-profit status.
14. If there is any question about a group's eligibility, the Library Board of Trustees reserves the right to review any or all requests and may require sufficient time to make proper investigation before granting approval.
15. Kitchen facilities adjacent to the auditorium are available to those wishing to serve light refreshments. The kitchen should be requested when the auditorium is reserved.
16. The library has a stove, refrigerator, and coffee maker. Groups reserving the auditorium who plan to use the kitchen facilities to serve light refreshments must furnish their own cups, plates, flatware, napkins, and other needed utensils.
17. The library's audio-visual equipment is available for meeting room users. Individuals and groups must inform the library as to what equipment is required when the room is booked. The library reserves the right to refuse or limit the use of its audio-visual equipment for

meeting room use.

18. Each organization and/or group assumes full responsibility for any damages incurred resulting from the use of the meeting room facilities. Groups are responsible for cleaning up after their meetings and leaving the room as they found it. Groups that fail to comply with these regulations will be denied future use of library meeting space.
19. The library assumes no responsibility for the personal belongings of persons attending the meetings. Lost items are kept at the library's circulation desk.
20. The library is not liable for injuries to people or damages to or loss of property of groups and/or organizations using the meeting rooms.

RESERVATIONS

1. All library meeting rooms are reserved on a first-come, first-served basis. No fees are charged for meeting room use.
2. Reservations may be made in person, by telephone, or on the library's website.
3. Reservations should not be made more than 6 months in advance.
4. Library programs will receive priority over all other activities. The library reserves the right to change or cancel reservations.
5. Attendance at meetings will be limited to the seating capacity of the meeting room reserved. Room assignments will be made and/or changed based on the size of the group.
6. Room assignments will be made and/or changed at the discretion of the library personnel. If circumstances arise that are not covered by the document above, the decisions of appropriate library personnel are binding. Meetings may be held during the hours the library is open and should be adjourned 15 minutes before closing time and should not interfere with the normal operation of the library.
7. Meetings may not be scheduled for days when the library is closed.
8. Individuals making reservations, as well as the membership of the group as a whole, will be held responsible for any or all damages that may occur as a result of the use of the facility. Permission to use the facility may be withheld from groups failing to comply with the Meeting Room Policy, and from any group that damages the room, flooring, equipment, or furniture, or causes a disturbance.

Adopted by the Ohio County Public Library Board of Trustees, July 23, 1997, revised February 8, 2005, revised August 21, 2024.