

Milan-Berlin Public Library
MEETING ROOM POLICY

The Milan-Berlin Public Library provides a meeting room for the primary purpose of hosting Library sponsored or co-sponsored events, programs, and meetings in accordance with the Library's mission and to facilitate the exchange of diverse information and ideas. Library activities shall have precedence over other use of the meeting room.

Use of the meeting room must not disrupt the normal functions of the Library. All applicable State of Ohio and federal laws, City ordinances, and general rules and regulations of the Library apply to the meeting room.

The Library Board of Trustees reserves the right to amend the meeting room policy at any time. The Library Director, or designee, is responsible for administration of this policy and establishing procedures for its implementation. The Library Director, or designee, may waive a meeting room regulation and may deny or cancel any application for use of the meeting room space.

Failure to comply with any of these regulations or another Library policy or failure to cooperate with Library staff may result in loss of meeting room privileges.

Meeting Room - General:

When the meeting room is not in use for Library activities, the meeting room will be available at no-charge and by reservation for non-profit and community groups within the Edison School District. The meeting room will be made available on equal terms, regardless of beliefs or affiliations of individuals or groups requesting it, in the order of request. The Library does not advocate or endorse the viewpoints of individuals or organizations using the meeting room or the content or subject matter of their meetings.

The Library is not liable for injuries to people or damage to or loss of property, equipment, supplies, or any other materials owned by a group or organization and used within the Library.

Meeting Room Hours:*

Meetings may be held:

Monday through Friday: 9:00 a.m. - 10:00 p.m.

Saturday 9:00 a.m. - 5:00 p.m.

Sunday 12:00 p.m. - 8:00 p.m.

*The adult requesting the meeting space for a meeting to be held when the library is closed, must make arrangements to get a key fob in order to gain access to the building. Key fobs must be picked up during regular library hours. Fobs must be returned after each room use. Fobs may be left in the meeting room at the end of the meeting. Groups will be charged \$50.00 for key fobs that are not returned, lost, stolen, or damaged.

Meeting Room Capacity:

The number of persons in the room may not exceed the posted maximum occupancy in accordance with fire code regulations.

Maximum capacity:

Meeting Room: 33 people

Community Room: 167 people

Meeting Room Reservations:

Room reservations made by made through the Library Director, or designee.

Reservations should be made a minimum of 24 hours in advance of the requested day and time. Reservations will be honored in the order they are received.

Meeting Room – Usage & Limitations:

Meetings must be free and open to the public. No admission may be charged, collections or donations taken, as a condition of admittance into an event.

Use of library equipment or materials must be arranged in advance.

Refreshments may be served; cooking is prohibited.

Alcoholic beverages and smoking are prohibited.

Burning candles or other flammable substances are prohibited.

A meeting room may not:

- be used to promote any commercial products or for-profit activities or services.
- be used for parties (birthdays, showers, etc.).
- be used without adult supervision if the group is composed of minors.
- be used for programs that are disruptive to Library operations or patrons. The Library Director, or designee, shall be determinate of whether or not a program is potentially or actually disruptive.

Meeting Room – Advertisement of Usage by Outside Groups:

Use of the meeting by an outside group shall not be advertised in a way that implies sponsorship by the Library. The name, address, or telephone number of the Library may not be used as the contact. Publicity for any co-sponsored use of the meeting room must be approved by the Library Director, or designee.

The following disclaimer must be included in all published materials about the event:

The Milan-Berlin Library provide meeting space as a community service. The Library neither sponsors nor endorses this event, the speaker(s) or the organization.

Meeting Room – Responsibilities of Outside Groups and Organizations:

Meeting rooms are to be left in a neat and clean condition including, but not limited to:

- Placing trash in receptacles,
- Taking trash out to dumpsters,
- Assuring that no Library equipment has left the building,
- Wiping down tables,
- Cleaning up any spills,
- Returning tables and chairs to the original set-up.

The individual/organization named on the reservation form assumes responsibility for any damage to the facility or equipment which may occur as a result of the use of the meeting room. Reserving party shall pay for loss or damage to Library property, including any major time spent by custodial staff to restore the room to its original condition.

Meeting Room – Exceptions:

Any requests for room use not covered by these policies will be considered by the Board. Requests shall be made in writing and submitted to the President of the Board. Board Meetings are held the first Monday of each month.



**MILAN-BERLIN TOWNSHIP
PUBLIC LIBRARY**

Milan Public Library – Room Use Reservation Form
19 E. Church St. P.O. Box 1550 Milan, OH 44846
Phone: (419) 499-4117 Fax: (419) 499-4697

PLEASE CALL PRIOR TO SUBMITTING THE ROOM USE RESERVATION FORM TO CONFIRM ROOM AVAILABILITY.

RESERVATION DATE: ____/____/____ TIME: (From) _____am/pm (To) _____am/pm

If a meeting is held outside of the regular hours of the library, a key fob is required for entry. Key fobs may be picked up during regular Library he Circulation Desk. Fobs must be returned the next business day after the meeting or the fob may be left in the Library after the meeting. Organizations not returning the key fob will be charged \$50.00.

Name of Organization/Group: _____

Contact Person/Representative: _____

Phone Number: _____ Fax Number: _____

Email: _____

Mailing Address: _____

Room Space Requesting:

Meeting Room
(maximum occupancy 33)

Community Room
(maximum occupancy 167)

Purpose of Meeting: _____

Special Requests: _____

I have read the Meeting Room Policies and agree to abide by them.

I also agree to be held responsible for any infractions and to assume all responsibilities indicated in the Policy.

Signature: _____

Name (please print): _____

Phone Number: _____ Date: _____

Approved By: _____ Date: _____