

**Ashland Public Library
Operations Policy**

Policy: Meeting Room and Study Room
Effective Date: August 11, 2022
Page: Page 1 of 3

Ashland Public Library Meeting Room and Study Room Policy

Purpose

The primary purpose of library meeting rooms and study rooms is to provide facilities for library use and library-related activities. When a meeting room or study room is not being used for a library activity, the spaces are available during regular library business hours to the following groups/individuals:

- Educational
- Cultural
- Civic
- Political
- Religious
- Professional
- Other Non-Profit Organizations
- Volunteer tutors as part of a non-profit program

Meeting Rooms and Study Rooms are **not** available to non-library groups or individuals for:

- Promotion or sales of services or products
- Fundraising
- Conducting Classes for Profit
- Private Social Functions (birthday parties, holiday parties, showers, etc.)

The needs of the Library, the Friends of the Ashland Public Library, and any other library-associated organization will take precedence. Library functions have the right to pre-empt scheduled meetings. Advance notice will be given in this event.

The library makes no endorsement, express or implied, of any non-library event or activity held in the meeting rooms or study rooms. Publicity of such events must include a disclaimer to this effect or it shall not be publicized in any way that implies sponsorship by the library. Any publicity being released to the media for events occurring in library meeting rooms must be approved by the library director.

Liability

The library board and staff do not assume any liability for groups or individuals attending any meeting or program held in the library. Groups or individuals using the meeting rooms or study rooms are financially responsible for any damage or injury arising from use of the meeting room. Groups or individuals also agree to hold harmless the Ashland Public Library, its Staff and Board of Trustees and indemnify them for any claim, suit, judgment, cost, expense, or responsibility of any kind whatsoever arising from the use of the property, premises or facilities of the Ashland Public Library.

Conditions of Use

- A representative of a requesting group or an individual must register on the ashland.lib.oh.us website on a first come, first-served basis. An online Meeting Request must be submitted prior to a signed Meeting Agreement which must be filled out after the request has been approved.

**Ashland Public Library
Operations Policy**

Policy:

Meeting Room and Study Room

Effective Date:

August 11, 2022

Page:

Page 2 of 3

Meeting Room Agreements will be kept on file for 1 year. The director or their designee must approve all applications.

- A group or individual is allowed to reserve a Meeting Room or Study Room no more than three (3) months in advance and not exceed six (6) meetings within that period. Confirmation from the library must be received before the request is formally approved. The library will send a confirmation email.
- Those using the meeting room or study room must adhere to the library's behavior policy found at: ashland.lib.oh.us/policies. Noncompliance with requirements could jeopardize the current and future use of meeting/study rooms.
- **All meetings are open to the public.**
- Groups or individuals using meeting rooms shall conclude their meeting 30 minutes prior to the library's closing time.
- All non-library groups using the meeting rooms cannot charge fees, solicit funds or take collections. *The library may permit presenters at library-sponsored events to sell merchandise related to their programs. Likewise, a library-sponsored program may have a registration charge to defray or reduce the cost of the program to the library.*
- The library will provide a standard set-up (tables and chairs) for all groups. Groups are responsible for arranging the chairs, tables and other equipment to meet their own needs. Following room usage, groups must return the room to its original state. Cleaning supplies will be provided upon request.

Meeting Rooms

- The person reserving a Meeting Room must be an adult eighteen (18) or older. The person filling out the Meeting Room Request and Meeting Room Agreement is responsible for the orderly conduct of the group or individuals, and in the event of any damage to library property and/or equipment, that individual will be liable.
- As per the local Fire Marshall, occupancy is limited as posted in the meeting rooms.
- A screen and limited AV equipment is available for the Stockwell Room and Page Room upon request. Users are liable for any damage to equipment.
- Light refreshments may be served. Groups using the kitchen facilities in the Stockwell Room must supply their utensils, dishes, coffee urns, table covers, or other necessities. Groups may not bring in electric appliances. Users will be billed for any cleaning costs or damages incurred.

Study Rooms

- The person reserving a Study Room must be at least eighteen (18) or older. The person filling out the Study Room Request is responsible for the orderly conduct of the group or individual, and in the event of any damage to library property and/or equipment, that individual will be liable.
- As per the local Fire Marshall, occupancy is limited as posted in the study rooms.

Play Yard & Storytime Area

- The play yard and Storytime Area cannot be reserved.
- The play yard is available for children 12 years of age and under.

**Ashland Public Library
Operations Policy**

Policy:

Meeting Room and Study Room

Effective Date:

August 11, 2022

Page:

Page 3 of 3

- Children must be supervised by a parent or adult at all times.
- Socks must be worn at all times when playing in the play yard.
- Posted safety rules must be observed at all times while in the Play yard.
- The library reserves the right to close the play yard at any time.
- As per the local Fire Marshall, occupancy is limited as posted in the Play Yard and Storytime Area.

Cancellations

If a cancellation becomes necessary, the group should notify the library as soon as possible, at least 24 hours in advance. Groups or individuals who do not notify the library of a cancellation could lose future meeting room privileges. The library reserves the right to cancel or reschedule any meeting.

Publicity

Any publicity being released to the media for events occurring in library meeting rooms must be approved by the library director. Use of the meeting rooms by any organization should not be publicized in any way that implies sponsorship by the library.