



## Meeting Room Use Policy

### Board Policy:

To provide a clean and convenient meeting room space for the communities we serve.

### Administrative Procedure:

1. Meeting rooms are available to local educational, cultural, civic, social, political, religious, professional and other non-profit organizations when the room is not being used for library-related activities.
2. Meeting rooms are also available to for-profit organizations as long as no commercial activity is actively occurring during the meeting.\*
3. Permission to use the meeting rooms does not constitute an endorsement, expressed or implied, of an individual's or group's policies or viewpoints. Approval does not constitute a "co-sponsoring" relationship and should not be represented to the public as such.
4. Entrance fees/admissions charges and the marketing or selling of goods or services for profit is prohibited.\*
5. No private parties or private social events may be held.\*
6. The group with a meeting room reservation may make reasonable requests for privacy and is not required to make their meetings open to the public.
7. Fundraising events or solicitation of any kind are not permitted unless sponsored by the Library, Friends of the Mercer County District Library, Granville Township Branch Library Promoters, Marion Township Branch Library Association, or an agency partnering with the Library.\*
8. Groups must adhere to maximum capacity postings.
9. Walk-in use of the room is permitted on an "as available" basis for smaller groups such as tutors, study groups, or small private meetings. Walk-in use must still adhere to the Meeting Room Policy.
10. The Library may post public notice of meetings, events, and programs on the Library website, community bulletin boards, and digital signs.
11. Meetings held in the Library's meeting room must not disturb normal Library operations. The Library reserves the right to stop meetings that are disruptive to normal library operations.
12. The Library reserves the right to review applications and reject any application if it is determined that the organization has abused its past privileges in using the meeting rooms, including but not limited to: violation of meeting room policy and/or guidelines, disruptive behavior, vandalism, or theft.

\*See Exceptions section below.

### ***Examples:***

The following types of events are **permitted** in the meeting room:

- Public education programs sponsored by a government agency or non-profit organization
- Programs of special interest, such as collectors or hobbyists
- Club meetings, such as a 4-H Club
- Employee recruitment, orientation or training

The following types of events are **NOT permitted** in the meeting room:

- Private social events such as family reunions, birthday parties or wedding receptions (See Exceptions below.)
- Sales of any kind, except for book sales sponsored by the Friends of the Mercer County District Library (See Exceptions below.)
- Events that do not adhere to the libraries' Patron Regulations

### ***Fees and Liabilities***

1. The library charges no fees for the use of the meeting room. (See Exceptions below.)
2. Payment shall be made for any damage to or loss of library property and a fee for janitorial service may be assessed if the room is not left in the condition in which it was found.
3. The library is not liable for injuries to people or damage to property of organizations using the room.

### ***Guidelines for Meeting Room Use***

1. Library programs take precedence over other meeting room activities. The Library reserves the right to cancel or move meetings to better serve library-related functions.
2. Only light refreshments and no alcoholic beverages may be served. The meeting room must be left free of crumbs, waste, etc. The library provides no equipment or services for the serving of refreshments.
3. Each group using the room is responsible for the setting up of the room and returning it to its original condition, with trash properly disposed of and tabletops cleaned.
4. Meeting rooms are only available during Library hours unless an after-hours meeting has been approved by Library administration.
5. Any food, beverages or personal items left in the meeting room following a meeting will be discarded.
6. Use of the meeting room facilities must take place in a responsible manner, without undue cost to the Mercer County District Library and without undue interference with library activity.

## ***Reservations and Cancellations***

1. An application for the use of the meeting room must be completed through the Library's online room reservation software. Staff assistance may be given by Library staff.
2. Requests for the use of the room should be completed through the Library's online room reservation software **at least five (5) days** prior to the meeting but **no more than six (6) months** prior to the meeting date. Reservation requests with less than five (5) days notice may not be approved. Contact individual location staff for additional details.
3. Requests will be considered on a first come, first served basis.
4. Applicants will receive confirmation of acceptance or denial via email.
5. The library reserves the right to cancel prior meeting room reservations without notice in the event of an emergency, such as snow closings or unsafe building conditions. All efforts will be made to notify scheduled groups in the event of an emergency.
6. To best serve the needs of the community, Library staff should be notified as soon as possible if a meeting scheduled for the room has been canceled.

## ***Publicity***

1. The name, address, or phone number of the Library may not be used as the official address or headquarters of a non-library affiliated organization.
2. The use of the meeting room by a non-library group shall not be publicized in such a way as to imply library sponsorship of the group's activities.
3. All publicity about the meeting or event must clearly state that the Library is merely the site of the meeting or event and not its sponsor. Recommended disclaimer:  
\*Not sponsored by the Mercer County District Library.\*
4. Non-library groups may not use the Library's logo while advertising their event.
5. Copies of all publicity of events to be held in the meeting room should be provided to the library. Please email publicity to [press@mercerlibrary.org](mailto:press@mercerlibrary.org) or drop physical copies off at the corresponding branch.

## ***Exceptions***

**Mendon:** The following exceptions only apply to the Mendon Annex, located at 103 S. Wayne Street, Mendon, Ohio 45885, when a group or individual pays a rental fee of \$40 per reservation:

1. The Mendon Annex may be used for private parties (social events such as family reunions, birthday parties or wedding receptions).
2. The Mendon Annex may be used for commercial activities (fundraising, paid classes, garage sales) as long as such activities are operated legally in the State of Ohio.

**Virtual:** The following exceptions only apply to the Library's virtual meeting rooms:

1. Virtual meeting rooms may be used for private parties (social events such as family reunions, birthday parties or wedding receptions).
2. Further technical limitations may apply. (Number of participants, required technology, etc)
3. No Library technology assistance will be provided during the use of a virtual meeting.