



## Meeting Room Use Policy

### To make a reservation:

1. Request a paper application at the Circulation Desk of the library or print off a copy from the library website.
2. Complete the entire application and submit it, along with fee payment (if required) to the Circulation Desk during library operating hours.
3. The person reserving the room must be 18 years of age or older.
4. The person reserving the room must provide their name and current address and phone number.
5. Reservations are made on a first come, first served basis.
6. Usage fee is due when application is submitted, if applicable:
  - a. A \$20 fee is required for parties.
  - b. There is no fee for non-profit or educational groups/events.
7. If the event will take place outside of library operating hours, a key to the lower entrance door can be handed out. You are not required to take a key. The key must be picked up during library hours no earlier than the day prior to the event by the person(s) listed as the contact on the application. If you request a key but fail to pick it up, entrance to the library will not be granted for the event.

### Meeting Room Use Rules:

1. In the event of an emergency, call 911; do not attempt to call anyone from the library.
2. Use of the meeting room is prohibited for the promotion, advertisement, or possible sale of a product or service and for employee orientation or training program. It may not be used for fundraising or corporate-related activities.
3. Use of the meeting room is not permitted until the application has been formally approved by the Library.
4. Events pertaining to meeting room use are restricted to the meeting room and lower entrance areas and shall not cause disturbance to those using the library's public areas. Access to library spaces outside of these areas is prohibited during hours when the library is not open; a breach of this restriction will result in criminal charges filed against suspects.
5. When entering the building for your event, if the meeting room or restrooms are found in poor condition, please notify the library by leaving a voicemail at 419-864-8181.
6. An adult 18 years old or older must be present at all times and be responsible for the supervision of any children under the age of 18 using the meeting rooms.



## Cardington-Lincoln Public Library

7. All decorations, posters, and other materials to be hung, attached, or otherwise affixed to walls, tables, or other surfaces must be approved by the Library prior to installation.
8. The only equipment that will be furnished by the library is: tables, chairs, and/or lectern; no other supplies or equipment will be supplied by the library. Use of library-owned audiovisual equipment is prohibited. This policy is not applicable to library-related activities.
9. If refreshments are served, attendees are to be clearly advised that food and beverages are prohibited in all library areas outside the meeting room.
10. Alcoholic beverages and smoking are not permitted on library premises.
11. The meeting room must be returned to its original condition after the event/meeting is concluded. Trash should be bagged and taken to the dumpster, located in the parking lot of the library.
12. The library reserves the right to charge a fee for any damage to or loss of library property and for janitorial services required if the room is not left in the condition in which it was found.
13. Library events and programs take precedence over outside events if scheduled for the same time. An attempt will be made to provide an alternative date or time for the community group.
14. If an event is canceled, the library must be notified as soon as possible. The library is not responsible for alerting attendees of cancellations.
15. 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 unless the activity is being co-sponsored by the library.
16. Admission fees and donation requests are prohibited for events or programs that are open to the public. No items may be sold unless for the profit of the library or an approved author visit. However, groups may charge a reasonable fee to recover the cost of materials, handouts, craft making supplies, refreshments, etc. provided during the event. Arrangements for any such fees must be approved when making the reservation.
17. The library may, on occasion, sponsor classes offering instruction in skills. Tuition fees to cover costs of supplies may be charged. The library may also allow its meeting rooms to be used by local school systems or area colleges and universities. In such cases, tuition fees may be charged.
18. The library does not endorse the views expressed by any group or individual using its meeting rooms, but does endorse the right of those individuals or groups to express their views so long as they abide by the policies and rules governing the use of the library meeting rooms.
19. The library is not liable for injuries to people, damage to their property, or loss of property belonging to individuals or groups using the meeting rooms.



# Meeting Room Use Application

Date of Application: \_\_\_\_\_

**Contact information:**

Contact Name: \_\_\_\_\_

Group Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Type of event being held (circle one): non-profit / educational / party (fee required)

**Event Information:**

Date of Event: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Is this an ongoing event? (circle one): yes / no Dates: \_\_\_\_\_

Estimated number of attendees: \_\_\_\_\_

If event is being held outside of library operating hours, will you need a key to the lower entrance? (circle one): yes / no

Will there be a fee required of attendees to cover costs related to event? (circle one): yes / no

**I acknowledge that:**

I have read the library's Meeting Room Use Policy and acknowledge that our group will adhere to it for the duration of our use of the room.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Library Use Only:**

Approved on: \_\_\_\_\_ By: \_\_\_\_\_ Fee Collected: yes / no Fee Collected By: \_\_\_\_\_