



## BOARD OF TRUSTEES POLICY MEETING ROOMS

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The primary purpose of Euclid Public Library's meeting rooms is to provide facilities for library-related activities. Library use of the meeting rooms takes precedence over use by community groups.

When library meeting rooms are not being used for library related programs, the rooms are available for use by non-profit community groups. Groups may use the meeting rooms to conduct the general affairs of the group and/or present programs open to the general public and free of charge. Programs which are open to the general public must be open to all. All meetings and programs must be consistent with the informational, educational, and recreational purpose of the library, and non-solicitation in nature.

*Only the Library, the Euclid Public Library Foundation, or Friends of the Library may sponsor fundraising activities or purely social functions in the library meeting rooms.*

### MEETING ROOM RULES

As a community service, the Euclid Public Library makes its meeting rooms available for use by non-profit community groups of four (4) persons or more. The rooms seat from 25 to 200 persons, and can be arranged to accommodate individual speakers, panel groups or AV presentations. The use of the rooms for community meetings and programs must be in accordance with the following rules:

1. When not in use for library programs, meeting rooms are available on a first-come basis to qualified groups. The Library reserves the right to assign and change meeting rooms or cancel use of meeting rooms by an outside organization if the Director determines the space is needed for library purposes. Such "bumping" would be done only after an attempt to provide an alternative room or date for the group has failed.
2. The Library reports statistics on use of its meeting rooms. An attendance sheet is provided in each room. At the conclusion of a meeting, it must be completed and left in the room holder provided.
3. The name, address, or telephone number of the library may NOT be used as the contact address or headquarters of an organization.
4. 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.
5. Each group is responsible for setting up its assigned room and restoring it to its original condition after the meeting. Groups may have access to the room ½ hour before the scheduled meeting time to allow for setup and ½ hour after the scheduled meeting time to allow for clean-up. Any problem or deficiency with the room must be reported prior to the group's use.
6. Groups are responsible for transporting, setting up, and operating their own equipment. A cart can be provided upon request for bringing such equipment into the building. Groups may not store or leave their equipment at the library overnight.
7. Library audiovisual equipment is available for use during meetings held at the library. Groups are responsible for operating any equipment furnished. Reservations for available items must be made with

the Marketing & Communications Manager at least 48 hours in advance of the meeting date and are provided on a first-requested basis.

8. Light refreshments are permissible in all meeting rooms. Only the Shore Room has access to a small efficiency kitchen. The kitchen cannot accommodate food preparation, storage, or cooking. Groups must supply their own serving items.
9. "No Smoking" and "No Alcoholic Beverage" rules are strictly enforced. Open flames, such as candles, may not be used.
10. Notice of cancellation of a meeting should be given to the Marketing & Communications Manager at least 48 hours in advance of the meeting time. Even in inclement weather, when 48 hour notice is not possible, the library should be notified of cancellations. It is also recommended that groups contact the library in inclement weather to be sure it is open.
11. Meetings must be conducted so as not to disturb others using the library or other meeting rooms. Groups who disturb library activity, other library users, or who interfere with staff performing their duties will be denied future use of meeting rooms. Groups are also responsible for ensuring that participants adhere to the library code of conduct while participating in the meeting. Theatrical or musical performance groups may not rehearse or perform in meeting rooms.
12. When using a meeting room, children must be accompanied by an adult. Children must not be left unattended in the library while their caregivers attend a meeting.
13. Meeting room groups are not permitted to tack, tape, or post any signs or materials on meeting room doors, walls, or elsewhere in the library. An easel or clipboard is available upon request.
14. Groups may not transfer the use of rooms to other groups.
15. Except in cases of emergency, messages cannot be conveyed to meeting room guests.
16. Meeting rooms are not available for receptions or private use. Purely social functions may be sponsored only by the Library, the Euclid Public Library Foundation, and the Friends of the Library.
17. The library and its meeting rooms are wheelchair accessible. Any other special needs should be brought to the attention of the Marketing & Communications Manager at least 48 hours in advance of a scheduled meeting so that, if possible, the request can be filled.
18. Meeting rooms may not be used for entrepreneurial or commercial purposes or solicitation of business. No goods or services shall be promoted, sold or exchanged by sample, description, or pictures.
19. In addition to the sponsoring group, the adult representative of the group who signs the application agrees to assume responsibility for the group's adherence to the rules and any damages to the facility or equipment which may occur as a result of the group's use.
20. 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. Whenever personal injury or loss/damage to property occurs in connection with use of the meeting room, the incident must be reported immediately to the staff member in charge of the library and an incident report must be completed.
21. Failure to abide by these rules for meeting room use or the library code of conduct may be justification for denying the group future use of the meeting rooms. Additionally, patrons who violate the Patron Code of Conduct while participating in a library meeting will be given notice of this policy. A violation may result in a patron's expulsion from the library, suspension of library privileges, or criminal

prosecution or other legal action, as appropriate. When necessary the library will work with law enforcement authorities to prosecute actions for criminal behavior against the library, its patrons, and staff.

## **MEETING ROOM OCCUPANCY LIMITS**

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|--------------|-----|
| Lake Room    | 100 |
| Shore Room   | 100 |
| Babbitt Room | 25  |
| Erie Room    | 25  |

*Attendance must not exceed room capacity.*

## **HOW TO BOOK ROOMS**

To request use of a meeting room:

1. The person who signs an application form must be a Euclid resident 18 years of age or older and must show a photo ID.
2. Rooms must be reserved in advance with the Marketing & Communications Manager. Contact the Marketing & Communications Department between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday at 261-5300 ext.107. Tentative reservations can be made in person, by email or by telephone, but a completed application form must follow the request.
3. Fill out a meeting room application form to request use of the meeting room. Forms are available in the Marketing & Communications Department or administrative reception area.
4. Shortly after you return the completed application form you will receive in the mail written notice of approval of the request. The library reserves the right to deny use of its meeting rooms. You are NOT permitted to use the meeting room until your request has been formally approved.
5. Meeting rooms are available for public use when the library is open, but must be vacated 15 minutes prior to the scheduled time of closing.
6. Use of the meeting rooms is based upon a quarterly schedule. The maximum length of meeting room agreements can be up to one year at the discretion of the Director. Groups are limited to two room uses per week. Every quarter, an invitation will be issued for all interested community groups to submit an application by the stated deadline for meeting room use during the upcoming program year.

*Adopted by the Board of Trustees 04-21-09; Updated 10-15-13; Updated 5-17-2016*