



## **Meeting Room Policy**

In keeping with the Mansfield/Richland County Public Library's mission and core values, meeting rooms are available for use by the public when not needed for library purposes. The Library does not discriminate on the basis of race, color, national origin, religion, gender, sexual orientation, age, or physical limitation in making its premises available for use. Use of the Library meeting rooms in no way constitutes endorsement by the Library staff or Board of Trustees of the viewpoints presented or of the policies, practices, or beliefs of those using the meeting rooms.

When a meeting room is not being used for library activity, the spaces may be available to commercial, non-commercial, and non-profit groups and organizations at no charge. Meeting room use must not interfere with library operations or cause a disturbance in the Library.

1. No products or services may be advertised, solicited or sold in library meeting rooms or on library property. No collections may be taken. Educational courses conducted by non-profit agencies may charge fees for learning materials or course credits.
2. For the purpose of fundraising or book signings, only events sponsored by the Library, the Friends of the Library, or other organizations affiliated with the library are permitted.
3. Paid tutoring may be offered in study rooms only on a first-come, first-serve basis.
4. Library personnel reserve the right to reserve meeting rooms outside of normal Library public service hours.
5. Artistic performances will only be permitted when co-sponsored by the Library.
6. Units of government and appointed or elected officials may use library meeting rooms.
7. The use of the Library premises for private social functions such as parties or receptions is not
8. permitted.\*

### **Conditions of Use:**

Each organization using the meeting rooms must observe all library rules and policies and the following Conditions of Use.

1. Meeting rooms must be reserved through library staff. Study rooms are not able to be reserved and are available on a first-come, first-serve basis only.
2. With the exception of library-sponsored programs, meeting room space may be reserved no earlier than ten (10) weeks in advance. Main Library meeting rooms cannot be booked for regularly scheduled weekly/monthly/quarterly meetings. The Library reserves the right to limit the number of reservations for an organization based on demand for meeting space.

3. All organizations or groups must complete a Meeting Room Contract the first time they reserve a space. Specific set-up requests are required when booking the room. Set-up changes must be made at least one week in advance; last minute changes are not guaranteed.

4. The Library provides a large screen TV with an HDMI connection in the 2<sup>nd</sup>-floor Conference Room, but does not supply any other audio-visual equipment (LED projector, laptop, audio equipment, extension cords, etc.) TV On/Off controls are mounted on the wall next to the TV.

The Main Library Community Room is equipped with a ceiling-mounted projector with an HDMI connection, but the Library does not supply any other audio-visual equipment (laptop, audio equipment, extension cords, etc.). Guests must bring an HDMI cord at least 5' long to use this equipment.

The Main Library Community Room projector is **only available** for use with prior arrangement from the meeting room booking staff and must be reserved at least 24 hours in advance. Use of the projector is **only available** Mon.-Fri. 9 AM-5 PM (not available evenings or weekends), and may only be used with library staff assistance.

The policies for reserving library branch community spaces may vary. Please call the location directly for availability, reservations, hours, and audio-visual details.

5. Meeting rooms are available during public service hours. Meeting room reservations are scheduled for specific prearranged times. All meetings and events including time to set up and clean up must take place within the prearranged times. All attendees must be gone and the space cleaned up at least fifteen (15) minutes before the Library closes.

6. Library staff are not available to modify the room arrangement or assist in the setting up of equipment, etc.

7. Refreshments and catered meals may be served in all branch meeting rooms and the Main Library Community Room only. Lidded beverages only are permitted in the library study rooms and the Main Library Conference Room. Cooking is not permitted. Food and beverages must be consumed in the meeting room only. Groups must supply all of their own supplies. Any food or beverages left behind at the library will be disposed of at the discretion of the library. Users are responsible for cleaning up and restoring the room to its original condition before leaving.

8. Burning candles or other flammable substances is prohibited.

9. Without prior approval from the Library Director, live animals are prohibited unless they are a registered service animal.

10. No smoking (vaping included) or alcoholic beverages are permitted in the Library.

11. Meeting room use at branch locations must be reserved through the Branch Manager or their designee and all of the above rules apply to these locations.

12. Clothing drives are not permitted.

13. Failure to comply with meeting room policy or rules may result in loss of meeting room privileges including immediate termination of a meeting by appropriate library personnel.

Occupancy may be limited as follows and capacities may vary:

Bellville Branch-25

Butler Branch-50

Lexington Branch-35

Main Library Community Room-70

Main Library Conference Room-12

Ontario Branch-75

Plymouth Branch-100

\*The meeting room at the Butler Branch is intended for use by the residents of Butler. Its policy is more extensive than policies for the rest of the Library's meeting rooms. Please contact the Butler Branch for details.

### **Information Materials and Endorsements**

Use of meeting rooms does not constitute Library sponsorship and/or endorsement. No individual or group may state or imply Library endorsement or sponsorship of events in the library meeting rooms without written approval from the Library Director. To establish the fact that the Mansfield/Richland County Public Library is not sponsoring the event, all publicity which uses the name of the library must include the statement:

"Sponsored by..." (the name of the organization reserving the room). Announcements or publicity must include an address or telephone number other than the Library as a contact for information.

### **Liability**

The Library assumes no liability for theft or damage to property brought onto library property or for injuries that occur as a result of actions of sponsors or participants during activities taking place in meeting rooms.

The individual or group reserving a meeting room will be held responsible for the order and conduct of the group and for any loss or damage to library property. Young children accompanying adult users of the meeting room shall not be left unattended in the library. Minors are not permitted to use meeting rooms without adult supervision. Any abuse or misuse of facilities will be sufficient cause to deny the use of library meeting rooms in the future.

Meeting Room Contracts:

**[Main Library](#) • [Bellville Branch](#) • [Lexington Branch](#) • [Ontario Branch](#) • [Plymouth Branch](#)**