

Youngstown Free Library Meeting Room Policy Agreement

PURPOSE

- The Library meeting room is available at no charge for use by community groups for informational, educational or cultural meetings and programs when not needed for library purposes. **Use of the library meeting room does not imply endorsement by the library staff or Trustees of the viewpoints presented.**

POLICY

- The Library Board encourages the widest possible use of library meeting room by nonprofit community groups as long as this use does not interfere with the normal functions of the library.
- All meetings shall be open to the public.
- The room may be used for educational, cultural, informational or governmental/civic activities and may include public lectures, panel discussions, workshops and other similar functions.
- Room bookings are subject to cancellation with two weeks notice if the room is needed for library programming.
- Programs involving the sale, advertising, promotion of commercial products or services, or programs sponsored by a business firm, regardless of purpose, are prohibited except for those covered by the library policy which allows performers at Youngstown Free Library programs with pre-approval to sell sound recordings, videos and books related to their performance.
- No admission fee, registration fee, donation or monetary solicitation may be sought from meeting attendees unless the Library co-sponsors the program.
- Rooms will not be used for personal use, weddings, birthday or anniversary parties or family/individual purposes.
- Groups may reserve space no more than six (6) months in advance, except that if a group has held 12 meetings in a 12 month period and is registering for meetings in a new year, said group may reserve for 12 meetings in a new 12 month period. A group that is making a contract for space or meeting room may also reserve space for a period of up to 12 months.
- No single group may have more than two (2) meetings in a one-month period, unless the Library is a co-sponsor.
- By law maximum occupancy of the room is 35
- Groups are responsible for any room set-up and are to leave the room as it was found.
- Users agree to abide by all regulations of the library relating to the use of the facilities and accept responsibility for all damages caused to the building and/or equipment beyond normal wear.

CHARGES

- There is no charge for use of meeting room.

CONTRACTS

- If a government agency or other organization wishes to make a written agreement for the use of meeting space for a period of up to one (1) year, the Library Director is authorized to sign such an agreement, if:
 - the room use is consistent with this Policy
 - the written agreement incorporates the rules and regulations of this Policy, and
 - the agreement has been reviewed and approved.
- Applications/Reservations
- Groups interested in using the Library meeting rooms must first fill out an application form provided by the Library. This application must be returned to the library at least one (1) week prior to the first scheduled meeting date.
- An authorized adult Youngstown Free Library card holder representative of the group must request use of the meeting room and fill out the application form. By signing the form the applicant agrees that this Library Meeting Room Policy ("Policy") applies to the requested use of space and has been read and

understood. Failure to abide by the Policy may disqualify the group from future use of the rooms as a minimum penalty.

- The group accepts financial responsibility for any and all damage caused to the building or equipment beyond normal wear. The group contact person will be responsible for any charges incurred by the group.
- Permission to use the library meeting rooms may be withheld from groups whose members or invitees damage the room, carpet, equipment, or furniture, or fail to comply with these rules and regulations. Individuals causing disturbances during meetings will be asked to leave.
- The library will not be responsible for lost or damaged materials used in exhibits or programs.
- The Library is not liable for injuries to people or damage to property, individuals, or organizations using the meeting room.
- The Library will provide no storage space and assumes no responsibility for equipment or personal articles belonging to those using the room. Any food, beverages, or personal items left in the meeting room will be discarded.
- Meeting rooms are scheduled on a first come, first served basis.
- The Youngstown Free Library will keep a calendar of scheduled use of the meeting room. This calendar will be accessible to the library staff on duty and to the public
- Reservations may be made no more than six months in advance, except for groups reserving 12 meetings in a 12 month period as described above, or groups making a contract for meeting room space. However, the Library does reserve the right to cancel a scheduled meeting with 2 weeks notice if the room is needed for library programming. The Library will make every effort to avoid a cancellation but does reserve that right.
- Library staff should be notified in advance of cancellations. If the meeting is canceled with less than 8 hours notice the group may be disqualified from future use of the rooms.
- The Youngstown Free Library meeting room application will expire 1 year from the date signed. At that time a new application will need to be submitted and approved.

CONDITIONS OF USE

Schedule

- Meetings must be held during regular library hours.
- Meetings must end on time so the room can be cleared or prepared for other meetings. All meetings must end 15 minutes before closing. Monday-Thursday 8:15pm Friday and Saturday 1:45pm
- A group representative should check out with staff at the end of the meeting.
- No Smoking is allowed in any library room or Village Center Room.
- Meetings must be free and open to the general public at all times.

ADA Requirements

- Groups are responsible for ADA (Americans with Disabilities Act) requirements and for providing requested accommodations for meetings or programs. A statement regarding the availability of accommodations must be included in all publicity or notices.

Food or Drink

- Groups who use the library rooms may serve light refreshments (note: alcoholic beverages are prohibited) when their plan to do so has been pre-approved by the library.
- The group is responsible for leaving the room in the condition in which it was found. Charges will be assessed for damages or required extra cleanup.

Equipment and Media

- Equipment may be brought in to use in the meeting rooms if approved by the staff person in charge.
- The library does not have projection units for groups to use with PCs. Groups will need to bring their own.
- No additional furniture or equipment other than that already available in the meeting room will be provided.

YOUNGSTOWN FREE LIBRARY MEETING ROOM RESERVATION CONTRACT

Instructions: Please print clearly in dark ink.

Name of Organization: _____

Organization Purpose: Please check one of the following:
____ Civic ____ Cultural ____ Education ____ Service Group

Contact Person: _____

Contact Mailing Address: _____

Contact Phone: (Home &/or Cell) _____

Alternate Contact Person: _____

Alternate Contact Mailing Address: _____

Alternate Contact Phone: (Home &/or Cell) _____

Requested Booking Date: (Month) _____ (Day) _____ (Year) _____

Requested Booking Time: _____ (AM/PM) to _____ (AM/PM)

Estimated Number Attending Event: _____

Purpose of Meeting/Event. Please be specific. _____

I _____ as duly authorized representative of the above organization, do
(Print Name)

hereby state that I have read and agree to abide by the policy and rules set forth by the Youngstown Free Library Board of Trustees.

Dated: _____

Signature: _____