

SECTION:	PS 2	OPERATIONS
SUBSECTION:	PS 2.3	MEETING ROOMS AND EXHIBIT SPACES
POLICY:	PS 2.31	MEETING AND STUDY ROOMS
REVISIONS:		6/17/92; 5/15/96; 12/16/09; 6/17/15; 7/5/16; 08/21/19

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**Introduction:**

The Ashtabula County District Library maintains meeting room facilities in the main library and the library branch. Meeting rooms are intended to further the library's mission by facilitating the exchange of diverse information and ideas.

**Purpose:**

The primary purpose of meeting rooms is to promote library services through programs, meetings and other library activities presented by library staff, the Friends of the Library or other organizations affiliated with the library. When a meeting room is not being used for a library activity, the space will be available to the public for governmental, non-profit, civic, cultural or educational programs or meetings. Access will be provided on equal terms, regardless of the Beliefs or affiliations of individuals or groups requesting use. The library does not advocate or endorse the viewpoints of any group or individual. Trade or professional associations are interpreted to be educational groups. Artistic performances by individuals will be permitted only when co-sponsored by the Library.

**General Provisions:**

**AVAILABILITY**

1. The Ashtabula County District Library system provides meeting rooms for library sponsored and co-sponsored programs and for use by non-profit groups for non-commercial, cultural, informational, educational, intellectual, and civic purposes.
2. Meeting room programs must not interfere with library operations, including parking.
3. Use of meeting rooms for tutorial sessions where no fees are charged is considered educational in nature and will be scheduled according to room availability.
4. Individual use of a meeting room is permitted when the room is not scheduled for another purpose. Rooms may be reserved for individual use for up to a two-hour block of time.
5. Meeting room availability will be based on the following priorities ranked highest to lowest:
  - a. Library sponsored programs
  - b. Library co-sponsored programs
  - c. Government meetings and programs
  - d. Programs of educational, cultural, or civic nature prepared for the general public
  - e. Classes, workshops, and seminars given by non-profit, educational instructions
  - f. Business/organizational meetings of community organizations
  - g. Individual use

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## **ROOMS AVAILABLE**

1. Ashtabula Main Library Meeting Rooms
  - a. 4335 Park Avenue, Ashtabula, OH 44004
  - b. Robert S. Morrison Foundation Room Occupancy – 56  
Ashtabula Foundation Room Occupancy – 56  
Combined Foundations Room Occupancy – 120
  - c. Handicap access – yes
  - d. Contact Public Services Department
2. Private Study Rooms (2 Rooms Available)
  - a. 4335 Park Avenue, Ashtabula, OH 44004
  - b. Occupancy – 2 to 6
  - c. Handicap access – yes
  - d. Contact Public Services
3. Geneva Public Library Branch Meeting Room
  - a. 860 Sherman Street, Geneva, OH 44041
  - b. Occupancy - 80 (may be divided into a smaller room)
  - c. Handicap access - yes
  - d. Contact Branch Coordinator

## **SCHEDULING**

1. All inquiries regarding use of Ashtabula Main Library meeting room must be made at the Public Services desk.
2. All inquiries regarding use of Geneva Public Library Branch meeting room must be made through the Branch Coordinator.
3. Rooms may be reserved in person or by telephone at the Ashtabula Library during hours of operation and at the Geneva Public Library Branch during hours of operation.
4. Reservations are preferred at least ten (10) days before the requested date.
5. Meeting room space is intended for specific events rather than for regularly scheduled, ongoing meetings. However, use of a space with a frequency of once per month or greater may be considered at the Library's discretion, and is subject to meeting room space availability and the immediate and future scheduling needs of the Library.
6. Cancellation notice must be given at least 48 hours in advance. Failure to give notice may jeopardize future bookings.
7. A copy of the Meeting Room Policy and Agreement for Use of Meeting Room must be reviewed and a signed copy of the Agreement returned prior to first use of the meeting

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room. The reservation is not completed until the form has been submitted and approved. The individual signing the agreement must be an adult (18 yrs.) and is responsible for the orderly conduct of the group. Children under the age of 6, accompanying adult users of a meeting room or study room, shall not be left unattended in the library. Minors are not permitted to use meeting rooms without adult supervision.

8. Meeting rooms may not be reserved more than ten (10) weeks in advance of a specific date except in the case of programs sponsored or co-sponsored by the library.
9. All meetings not sponsored by the library must conclude fifteen (15) minutes prior to closing unless prior arrangements with the library have been made. A library supervisor may terminate a meeting in progress for exceeding time limits, for violating this or any other library policy or in the case of an emergency.
10. As the health and safety of Library patrons and the community as a whole is paramount to the Ashtabula County District Library, the Library reserves the right to cancel any program that is deemed to present a threat to local community health and/or safety. The Library may consult with community leaders and/or local safety forces as an occasion arises.
11. All scheduled events/meetings must be free and open to the general public regardless of age, sex, race, religion, national origin, or physical disabilities. Groups holding meetings must provide at their own expense an interpreter for the hearing impaired if one is requested.

#### **USE OF EQUIPMENT**

1. No service fee is charged for equipment used in conjunction with programs sponsored or co-sponsored by the library.
2. The group assumes full responsibility for proper use of equipment.
3. Electronic equipment availability varies.

#### **FEES/ADMISSION CHARGE**

1. The rooms are available on a non-fee basis during regular library hours. If the rooms are used before the library opens or after the library closes, a fee of \$25.00 per half hour will be charged.
2. No admission fees may be charged nor money collected nor other money raising activities conducted.
3. Fees for non-credit adult education courses conducted by established educational institutions are permissible.
4. Groups or individuals will be charged for any damage to rooms and furniture beyond normal wear and tear.

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## **GOVERNING RULES**

1. Room set-up is each group's responsibility. The room must be left in the condition in which it was found. The Library is not responsible for security, storage, damage, or loss of property owned by groups using the Library.
2. Groups reserving a meeting room in advance must consist of at least 5 individuals. Maximum attendance is determined by the local fire code as well as space and parking limitations. Groups of three or more may not reserve meeting rooms in advance but are permitted to use meeting room facilities on a first come first serve basis upon availability. All those reserving or using a meeting room must fill out a written application.
3. The keys for the meeting room will be the responsibility of the individual reserving the meeting room. The keys and reservation slip should be returned to the circulation desk immediately following the event/meeting.
4. No smoking or alcoholic beverages allowed.
5. Light snacks, coffee, tea, or soft drinks may be served but the organization is to furnish its own table service and must clean up immediately after the event/meeting. The kitchenette/kitchen is not available for food preparation. It is a service facility only. The food, beverage and coffee supplies and other library items stored in the kitchenette/kitchen cupboards and/or refrigerator are not intended for public use. The Library does not provide table covering, dish towels, dishcloths or disposable paper products.
6. An attendance count for each meeting must be submitted at the Public Services desk.
7. Rowdiness or irresponsible behavior shall be cause for immediate eviction from the room with loss of any further use of the room.
8. Groups may not use the name or address of the Ashtabula County District Library or Geneva Public Library Branch as the official address or headquarters of the organization. All announcements, flyers, press releases, or other promotions should clearly state the sponsoring group's needs and refer to the Library only as location of the meeting. 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.
9. No products or services may be advertised, solicited or sold in library meeting rooms or on library property. Only the Library or Friends of the Library may sponsor fund-raising activities in library meeting rooms or on library property.
10. Non-library groups are not permitted to engage in fundraising activities, solicit donations or charge fees or admission to programs held on library premises. Club dues and other shared costs within an organization are not considered fees. With library approval educational entities may charge nominal tuition costs.

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11. Announcements for meetings held in the Library may not be displayed in such a manner as to suggest Library sponsorship or that the Library itself should be contacted to provide information on the contents, agenda, etc. of the meeting. Materials may be posted or distributed within the ACDL Posting Policy.
12. No group may transfer use of the rooms.
13. The library reserves the right to withdraw permission for meeting room use when conditions described in this policy warrant such action. Meetings must be conducted so as not to disturb others using the library. Groups which disturb library activities or library users will be denied future use of meeting rooms.
14. Storage of equipment and/or supplies is not permitted in the library.
15. Except in cases of emergency, messages cannot be conveyed to meeting room participants or attendees.

### **USE OF STUDY ROOMS**

1. Generally, use of these rooms will be covered by the Library “Code of Conduct” policy and the “Meeting Rooms” policy.
2. No more than 6 people can meet in a room.
3. Reservations can be made for a two-hour block of time. However, actual use can be extended beyond this two-hour period as long as no other person or group requests use of the room.
4. Any individual or group—of no more than 6 people—can walk in and use a room without making a reservation, or registering at the Public Services Desk.
5. If subsequently, another individual makes known their wish to use a room, a decision will be made as to when the first group must terminate their use to permit the next person to use the facility.

#### **Disclaimer:**

The library reserves the right to discontinue use of the room by any group or individual who disturbs operation and/or proceedings of the library, or in any manner abuses the privilege. The Library reserves the right to determine use of the rooms and to cancel or reschedule all arrangements, at its discretion, with or without cause or reason, and without liability.

Contributions to help defray the Library's expenses which help us offer these facilities would certainly be accepted.