

MEETING ROOM POLICY

Girard Free Library Association

1. Meeting Room Policy

Girard Free Library contains a community room for use of library-related activities, such as speakers, discussion groups, book reviews or children's programs. The library-related activities also include technology instruction; *Friends of the Library* activities and library staff meetings. Community organizations engaged in educational, cultural, intellectual or charitable activities, which are open to the public, may also be permitted to use the room by approval of the Director and/or the Board of Trustees. ***PLEASE NOTE: As of May 1, 2009, businesses and organizations that are "for profit" and whose sole purpose is to earn money, will be charged a fee of \$25.00 for four hours or less and a fee of \$50.00 for five or more hours to use our Community Room.***

2. Reservations

Request forms are available at the circulation desk. If possible, a reservation must be made 30 days prior to use of the room. The room will be assigned in the order in which requests are received. The room must be vacated 15 minutes before the closing of the library. Calling to cancel your meeting is greatly appreciated.

3. Confirmations

Confirmation of a reservation is mailed to the person making the request. Our policy should be read carefully so that all of the rules are followed accordingly.

4. Food

No food may be prepared in the community room. A small kitchenette allows for the serving of non-alcoholic liquid refreshments to be prepared. Light refreshments such as desserts may be dispensed. The library furnishes no supplies.

5. Admission Charges

Groups using the Community Room may not charge admission, take up a collection, or use such devices as selling tickets marked "donation." The only exceptions are in the case of a paid registration necessary to meet expenses for a workshop or the payment of fees for classes or supplies for refreshments. The Director may waive this pending consideration if a request and explanation of admission charge is submitted prior to the scheduled event.

6. Parking

Parking is available along the street at the north entrance of the library, at the south entrance in the parking lot and in the lot west of the library.

7. Endorsement

Use of the community room does not imply endorsement by the library of the policies or purposes of that group.

8. Damages

Any group will assume all cost of damages or repair to the furnishings or equipment in the community room.

9. Alternate Meeting Locations

The library will suggest alternate locations within the library for "meetings" due to a conflict with other groups needing the community room on the same day. It is the library's policy to accommodate the patrons whenever possible.

10. Room Condition

The community room should be left in the condition that it was found.

— *Rose Ann Lubert, Director – Revised – February 2012*

Girard Free Library

105 E Prospect Street, Girard, OH 44420

(330) 545-2508

Meeting Room Request

Organization Name: _____

Contact Name: _____ Title/Position _____

Phone Number and email: _____

Description of organization/group: _____

Meeting activity: _____

Will a fee be charged to attendees? Yes/No If "yes", the fee amount is _____

Expected # of attendees: _____

Equipment needed:

- Tables – quantity _____
- Chairs - quantity _____
- TV
- Podium
- Other _____

Date(s) Requesting: _____ Time Period Requesting _____

Or Date Duration _____

Organization Contact Signature: _____ Date: _____

Girard Free Library Approval:

Director _____ Date _____