

## MEETING ROOM POLICY

- The meeting room is available for public use for meetings and programs of educational, cultural, and civic purposes. Non-profit organizations may book the room. Individuals may not reserve or use the meeting room. The meeting room will not be reserved for commercial purposes.
- Library programs are given precedence when booking the meeting room. The Library reserves the right to reschedule other meetings when the room is needed for library programs. Should scheduling conflicts occur, library programs and activities will be given priority.
- The group making the reservation will be responsible for setting up the room, cleaning the room, removing trash, and returning tables and chairs to the original arrangements, leaving the room in a clean and orderly condition. The booking group is responsible for reimbursing the library for any special cleaning needed and/or repair or replacement of library property or equipment damaged by the booking group.
- The refrigerator may be used with permission if space is available. Items must be removed from the refrigerator at the end of the program.
- The group will assume responsibility for any damage to the library and its contents.
- Groups may not use the meeting room for social functions, such as showers, parties, or receptions.
- Meeting room reservations will not exceed 4 hours. This time includes set-up and clean up.
- Groups may reserve the meeting room for no more than one meeting in any one week or two meetings in a month. Organizations are allowed to book no more than two meetings in advance, and no longer than 2 months into the future.
- Persons reserving the meeting room will be 18 years of age or over. One adult for every eight persons under 18 must sponsor activities for minors.
- The library is not responsible for children left unattended in the library while their parent/guardian is in a meeting in the library meeting room. If children create a disturbance in the library, they will be asked to stay with their parent/guardian in the meeting room.
- Tobacco products, drugs, or alcoholic beverages will not be permitted.
- Groups may serve light refreshments. Jell-O, Kool-Aid and brightly colored drinks may not be served because of the possibility of staining the furnishings. Groups must supply their own paper products, such as cups, plates, napkins.
- Signs, posters, advertisements, and/or decorations will not be placed on the walls inside or outside the building.
- Flammable materials are strictly prohibited.
- After-hours scheduling: the booking group must fill out a meeting room application. A copy of the driver's license of the responsible party must accompany the signed application, along with a refundable \$25.00 deposit. The after-hours meeting must be concluded and the room restored to its original condition by 9:00 p.m.

- Charter Schools: Charter schools may not reserve the meeting room on a regular basis. However, charter schools may reserve the meeting room one time per semester for large group meetings (not one-on-one meetings). One-on-one meetings are allowed, as space is available, on a first-come, first-serve basis; however, the meeting room will remain open to others. Parents and teachers are responsible for supervising the students or siblings of students. Teachers must follow library policies regarding unattended children and leaving the library clean and trash free. As always, charter schools are welcome to use the other spaces in the library to serve the needs of their students. The library director reserves the right to refuse access to any charter school teacher and/or student.
- The library reserves the right to refuse use of the meeting room to any group that violates any of the above regulations.
- In permitting the use of the library meeting room, the Jay C. Byers Memorial Library, the Library Board, and the City of Cleveland do not advocate or endorse the viewpoints expressed by any group using the facilities.
- Interpretation of this policy will be at the Library Director's discretion.

### LIABILITY:

The Jay C. Byers Memorial Library is not responsible for accidents, injury, or loss of individual property while using the library facilities.

NOTE: No one has the authority to waive or modify any part of this policy except the Library Director or the Library Board of Trustees. Any questions, comments, or concerns regarding this policy should be submitted to the Director or the Library Board.

Adopted 7/2019

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