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## Meeting Room Policy

Adopted: May 15, 2007

Revised: April 14, 2016, September 7, 2021

The primary purpose of the meeting rooms at the Upper Sandusky Community Library (hereinafter referred to as “the Library” or “Library”) is to provide meeting space for Library programs and activities in furtherance of the informational, educational and cultural purposes of the Library. The needs of the Library and associated Library groups for meeting room space shall take precedence over other users. “Associated Library groups” for the purposes of this policy include the following entities: The Friends of the Library, The Upper Sandusky Schools, The Wyandot County Board of Elections, area Colleges and Universities, The Wyandot Tracers and the Common Readers Book Discussion group.

A secondary purpose is to provide a community service by making its meeting rooms available for use by community groups to enhance the civic needs of the community, including activities such as discussion groups, panels, lectures, seminars, exhibits and displays. Groups may use the meeting rooms for both private and public meetings. Programs which are open to the public must be open to all, consistent with the informational, educational or cultural purposes of the Library and all programs must be non-soliciting in nature.

Use of the Library’s meeting rooms will not be restricted due to race, national origin, religion, sex, sexual orientation, age, political affiliation or physical limitation. Since the meeting room facilities are open to all types of groups, it should be understood that the Library does not necessarily endorse the philosophies or practices of those groups.

This policy shall be administered and enforced by the Library Director and the Library Staff. Procedures for room use by outside groups will be developed by the Director and may include the establishment of fees for certain users of the rooms.

Appeals to the decisions made regarding meeting room use shall first be directed to the Library Director and, if the response of the Library Director is not satisfactory, appeals may be made directly to the Board of Trustees of the Upper Sandusky Community Library at their regularly scheduled, monthly board meeting held at the posted date and time. Any group violating any provision of established procedures may lose future use of the meeting rooms at the discretion of the Library Director and/or the Board of Trustees.

### **Meeting Rooms:**

The Library has two meeting rooms:

1. The Library Board Room, capacity: 30 people,
2. The Large Meeting Room, capacity: 200 people.

The capacity of each room is established by the City of Upper Sandusky Fire Department and cannot be exceeded.



## Meeting Room Procedures

### Reservations:

1. Rooms should be reserved at least 48 hours in advance by completing the Library's "Meeting Room Request Form". This form is available at the Library Circulation Desk. The form may be faxed or mailed to an organization. This form should be completed once a year for any groups using a room on a regular basis.
2. Reservations will be accepted no more than four (4) months in advance.
3. To reserve a meeting room, the person in charge of the meeting must be 18 years of age or older and shall assume full responsibility for any injury or damage to Library property, buildings, furnishings or equipment that results from the use of the facility. This person is responsible for paying the applicable fees as described in this document under "Fees". In addition, this person is responsible for seeing that the room and/or kitchen facilities, parking area and grounds are returned to their original condition.
4. Groups of children are welcome to use the meeting rooms. However, application for meeting room use must be made by an adult (18 years of age or older) and appropriate adult supervision of the group must be maintained at all times.
5. Reservations will be accepted from groups expecting a minimum of 3 participants.
6. Reservations are made on a first-come, first-served basis.
7. Groups are not permitted to use a meeting room until the application has been formally approved. Reservations will be placed on the calendar when a signed request form has been received. Reservations will be approved or disapproved within 2 business days.
8. Meeting rooms may be reserved for use during normal Library hours. Meetings may not be scheduled before the Library opens and must end prior to closing, unless prior arrangements have been made and approved by the Library Director (see the "Fees" section below). Library Staff must be present to open/close and secure the premises. The current hours of operation for the Library are:
  - Monday through Thursday: 9AM – 8:00PM
  - Friday: 9AM – 6PM
  - Saturday: 9AM – 1PM
  - Closed Sunday and HolidaysNo meeting is allowed to extend beyond the 1PM Saturday closing time nor are any meetings to be held on Sundays or Library Holidays. Meeting rooms will not be available during those times the Library is forced to close due to inclement weather or emergency.
9. Reservations by any group are limited to no more than twenty-four (24) times per year.
10. Organizations may not assign meeting rooms to others.
11. The Library should be notified as soon as possible if a meeting has been cancelled.
12. The Library Board of Trustees reserves the right to review any or all applications and may demand sufficient time to make proper investigation before granting approval.
13. The Library reserves the right to cancel any scheduled meeting for Library programming. The Library will make every effort to avoid this situation and to reschedule the event as soon as possible.
14. Meeting Rooms may be used by responsible individuals if the requested room has not been reserved by a group. Reservations will not be taken for an individual's use; use of a room for individuals will only be considered for the same day as the request.
15. Individuals who use a meeting room are subject to the same restrictions and fees as groups.

**Fees:**

The use of Library meeting rooms by non-profit organizations is free, except as noted below:

1. If a meeting or program begins before or extends after normal Library hours, a Twenty Dollar (\$20.00) per hour fee (prorated by the quarter hour or any portion thereof) must be paid at the time of making application.
2. All meetings must end 15 minutes before the Library closes. If a group's meeting extends beyond normal hours without prior approval on more than one occasion, the group may be subject to the fee described above.
3. There is a Twenty Dollar (\$20.00) per hour fee for use of meeting rooms by for-profit entities. This fee must be paid at the time of making application. This fee applies to any for-profit entity whether or not the purpose of the meeting will be not for profit.
4. The responsible entity signing the form will determine whether the fee will be charged (i.e. if a for-profit organization makes the application, a fee will be charged)
5. An extra fee may be charged in addition to any indemnification for damages if the group's use of the room results in the need to repair Library furnishings or equipment or if excessive clean-up is required by Library staff. This fee shall be charged at the cost of the actual repairs required and/or at the rate of Twenty Dollars (\$20.00) per hour of necessary cleaning time (prorated by the quarter hour or portion thereof). This fee shall be imposed at the discretion of the Library Director.

**Kitchen Facilities:**

The Library provides no equipment for the serving of refreshments. Users must provide their own cups, silverware, utensils table covers, etc. The serving of refreshments is subject to the following terms:

1. No alcoholic beverages are allowed.
2. A refrigerator and microwave are available. Should the group use the appliances, all food must be removed from them upon conclusion of the meeting.
3. Garbage exceeding the volume of the wastebasket provided must be disposed of by the group (i.e., must be removed from the Library premises).
4. The kitchen area and appliances must be left in a clean and sanitary condition.
5. Refreshments are to be served and consumed only on the basement level and in no other areas of the Library.

**Library-Owned Equipment:**

Library-owned equipment (a DVD player, VCR, TV, Internet outlets and an LCD projector) is available for use. This equipment should be requested in advance on the Library's Meeting Room Request Form. Use of equipment is subject to the following terms:

1. Organizations must provide their own knowledgeable operator for equipment used.
2. The Library is not responsible for any damage to the organization's materials including but not limited to DVD's, VCR tapes, software, etc. resulting from the use of such equipment.
3. Organizations must reimburse the Library for any damages that occur to Library equipment resulting from the improper or negligent use of Library equipment.

**Publicity and Promotional Materials:**

1. Organizations are responsible for creating, posting, handling and removing their own publicity materials.
2. All advertisements, announcements, press releases, flyers, etc. relating to non-Library events must not in any way represent that the event is being sponsored by the Upper Sandusky Community Library. No group or individual is allowed to initiate, state, or otherwise give the impression that the Library is co-sponsoring their event.
3. The location of the Library should be published, but the Library's phone number and/or email address may not be used for any purpose.
4. The Library is not to be included as a source for further information about the program.

5. The Library reserves the right to review all communications and advertising concerning all events held at its facilities.

**Room Use:**

1. All meetings must be free of charge. No admission fees are permitted.
2. Groups may collect money for program costs and membership dues. Collection of these monies must be noted on the application. (Program fees are meant to cover expenses such as a speaker or costs of photocopies of handouts or manuals. This should not be construed as a means to sell services or products). Solicitation for funds for any other purpose is prohibited.
3. Each group is responsible for setting-up the room and returning it to its original condition. Tables and chairs are available in the unlocked storage room off the large meeting room. Furniture may not be moved from one part of the Library to another without permission.
4. The Library is not responsible for items owned by any organization. Items left in any meeting room will be discarded.

**Prohibitions:**

1. At no time shall the activities of any group interfere with the quiet use and enjoyment of other patrons of the Library.
2. Meetings that are not permitted include private social events, such as birthday parties, family reunions, wedding receptions, etc.
3. Fund raising events or solicitation of any kind are not permitted unless sponsored by the Library or Library associated groups.
4. Meetings planned by a company or individual to promote, advertise or lead to the sale of any product or service are not permitted.
5. Meetings planned by a company for the purpose of job interviews, hiring or drug testing are not permitted.
6. No admission fees may be charged or collection taken, except for program materials or consumable supplies that participants may take with them. This information must be noted on the application and approved in advance.
7. Literature, pamphlets or merchandise may not be sold on the premises, except for items sold during Library sponsored or co-sponsored activities.
8. Smoking is not permitted anywhere on Library premises.
9. Signs and/or decorations may not be taped to walls or doors.
10. Library furniture may not be rearranged or borrowed from other parts of the Library without advance permission.
11. Library personnel are not available to move or operate equipment, make photocopies, or other such services.
12. Use of hazardous or dangerous materials is not allowed.
13. Children must not be left unattended in the Library while their parents or caregivers attend a meeting.
14. The Library does not provide storage for property of organizations or accept their deliveries or shipments.

**Indemnification:**

Any group or organization using the meeting rooms shall indemnify and hold harmless the Upper Sandusky Community Library for any and all damages, costs, or injuries which may arise out of its use of the premises. The Library is not responsible for equipment, supplies, materials, or any other personal possessions owned by those using the meeting rooms.

**Violations of This Policy:**

Any group violating any provision of this policy or procedures will lose future use of the meeting rooms at the discretion of the Library Director and/or the Board of Trustees.