

**MEETING ROOM USE APPLICATION
OAK HARBOR PUBLIC LIBRARY**

147 W. Main St., Oak Harbor, Ohio 43449 Phone: 419-898-7001 Fax: 419-898-0747

Library Hours: Mon.-Thurs. 9:30 a.m. - 8:00 p.m.
Fri 9:30 a.m. - 5:00 p.m.
Sat 9:30 a.m. - 3:00 p.m.
Sun 1:00 p.m. - 4:00 p.m.

Meeting rooms are available for use only during the Library's hours of operation, or up to one (1) hour before the posted opening time or after the posted closing time, *with prior approval of the director*. Charges at the rate of \$20.00 per hour, or fraction thereof, will be assessed for use of the meeting room outside the usual hours of operation. Payment is due at the time of application.

Name of Organization _____

Purpose of meeting _____ Attendance _____

Date (s) requested _____ Hours: _____ to _____

ROOM REQUESTED:

_____ Whole meeting room, A&B (capacity 100)
_____ Meeting Room A (capacity 50)
_____ Meeting Room B (capacity 50)

EQUIPMENT REQUESTED:

_____ Lectern
_____ LCD Projector
_____ Projection screen (available in Room A or Whole A&B only)
_____ Monitor
_____ Tables (list number needed)
_____ Chairs (list number needed)

I, the undersigned, certify that I have read and understand the meeting room policies detailed on the reverse side of this application. In addition to the sponsoring group, I agree to resume responsibility for the group's adherence to the rules and any damage, accidental or otherwise, which may occur as a result of the group's use. I agree that the Library is not liable for injuries to people or damage to property of individuals or organizations using the meeting rooms.

Applicant's signature _____ Date _____

Applicant name (print) _____

Address _____ Phone _____

Request taken by _____ Approved by _____

Time room was vacated: _____ Fee due: _____ Reason: _____

OAK HARBOR PUBLIC LIBRARY

Library Board Policy

Policy: Meeting Room

Date Approved by Board: July 19, 1999

Date Amended/Modified: Mar. 18, 2002, Nov. 18, 2008, Jan. 6, 2009

The primary function of the Library's meeting rooms is to promote the Library's educational programs and services to the community. Programs sponsored by the Library will take precedence over requests for use by other organizations. The Board of Trustees of the Oak Harbor Public Library invite local, organized, non-profit groups to use the library for educational, cultural, intellectual or charitable activities.

The Library does not endorse the views expressed by any group or individual using the meeting rooms, but does endorse the right of those individuals or groups to express their views so long as they abide by the policies and rules governing the use of the meeting rooms.

Groups using the meeting rooms are subject to the following rules and regulations:

1. Applications for use must be made by an adult (age 18 or older) group representative on the specified application form and submitted to the director for approval at least 48 hours before the desired meeting date. All applications must be approved by the Library Director before the meeting space is used. Reservations will be taken up to 9 months in advance of the meeting date.
2. For-profit groups and businesses may use the meeting rooms for staff training purposes only, no more than two days per month with the approval of the Library Director.
3. Organized non-profit groups may use the meeting rooms both for private meetings of the organization and to present programs for the general public. Programs open to the public must be open to all, consistent with the informational, educational, and cultural purposes of the library, and cannot involve any commercial or financial transactions. Fundraising, requests for donations, and charging admission fees are prohibited by non-library groups. Exceptions: items sold for the profit of the library, items sold at approved author visits, fees to recover actual costs of materials, handouts and craft-making supplies. All such exceptions must be approved by the Library Director at the time of the reservation.

4. The Library, the local school system, or area colleges may sponsor or conduct classes offering instruction in skills. In such cases, tuition may be charged.
5. Meetings, parties, and receptions by private individuals are not allowed.
6. Meeting rooms are available for use only during the Library's hours of operation, or up to one (1) hour before the posted opening time or after the posted closing time, with prior approval of the director. Charges at the rate of \$20.00 per hour, or fraction thereof, will be assessed for use of the meeting room outside the usual hours of operation. Payment of fees is due at the time of the reservation. Meeting areas should be vacated no later than 10 minutes before the posted closing time, unless prior arrangements have been made with the Library Director. Abuse of this rule will result in the loss of use privileges. Access to the room for set-up before the Library opens is available only by prior arrangement with the director.
7. The library must be notified of cancellations. It is the group leader's responsibility to notify members/audience of cancellations. Reservation fees will be refunded if the library is notified 48 hours in advance of the cancellation, or if the library is closed due to inclement weather.
8. All transactions with the group will be done through the group representative who signed the application form. This person will ultimately be responsible for the actions of the group.
9. All groups and their guests will conduct themselves in an orderly manner, so as not to disturb library patrons or personnel. Groups using the meeting rooms must not disrupt the normal functions of the library. Minors may meet in the room only if a responsible adult signs the form and is present at the meeting as chaperone. Children must not be left unattended by a responsible adult. The group representative assumes full responsibility for any loss or damage to library property.
10. The serving of food and drink in the meeting room is limited to light refreshments, with the understanding that the group is responsible for cleaning up. No refreshments are permitted in other areas of the library. All food, beverages, dishes, utensils, displays, etc., brought by members or guests of the group must be removed immediately after the meeting. A fee for janitorial and/or maintenance service may be assessed if the room is not left in satisfactory condition.
11. NO decorations, posters, or other materials may be displayed on the walls of the meeting rooms.
12. Smoking and the serving of alcoholic beverages is prohibited on Library premises and grounds.

13. Library staff is not available to arrange meeting room furniture. If the room has been re-arranged, it should be returned to the arrangement in which it was found. The group representative should inform the Library staff when the room is vacated.

14. Groups that meet on a regular basis may reserve a meeting room for 5 dates per month. Additional reservations may be accepted, based on availability, within 14 days of the desired booking date. Library programs and training activities may pre-empt previously scheduled non-library activities in the meeting rooms.

15. Publicity for meetings should in no way imply library sponsorship of the program.

16. The library is not liable for injuries to people or animals, damage to their property, or loss of property belonging to groups or individuals using the meeting rooms.

17. Meeting room usage will be reviewed periodically by the director and the Board of Trustees. The Board of Trustees reserves the right to amend the meeting room use policy at any time. For good cause, the Library Director or Board of Trustees may waive any meeting room regulation and may deny or cancel any application for reservation of meeting room space.