

# MEETING ROOM USE POLICY

The Jessie Thomas meeting rooms may be used for civic, cultural or educational meetings, whenever such meetings do not interfere with normal library activities. Meeting room use is for not-for-profit organizations, for profit entities, and instructional use only; and shall not be used for fundraising. Granting the use of its facilities does not imply approval by the library of the group, the meeting, or the ideas presented at the meeting.

The group using the room must assume responsibility for any property damage which may occur as a result of their occupancy. Requests for use of the room shall be made by applying to the Circulation Department or by completing the online application at [avonlibrary.net](http://avonlibrary.net). All requests must be signed by an adult with a valid Avon-Washington Township Public Library card. Other government entities may use a meeting room without presenting a valid library card, but an application must be made and credentials identifying the government entity, and a room will be reserved, if available. Any unusual requests shall be approved by the library Board of Trustees before permission is granted.

The library reserves the right to cancel any scheduled meeting or to refuse any application that would interfere with normal library use and function. Every effort will be made to give at least one week's notice. The library reserves the right to refuse any application for cause, including but not limited to past violations of the Rules for Use, or non-payment of fees or fines.

## Rules for Use

Groups using the library's meeting rooms agree to indemnify and hold harmless the Avon-Washington Twp. Public Library, its agents and representatives, from any and all suits, actions, claims or demands of any character or nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the library facility, its meeting rooms, furnishings or equipment.

1. Groups using the library's meeting rooms have exclusive use of the reserved room(s) and, therefore, the meetings need not be open to the public.
2. Meetings which are designed to further the specific goals of an individual or group, such as recitals, political campaigns, paid tutoring classes, will be charged a Meeting Room Usage Fee (see fee schedule).
3. Signs produced for directional purposes must be submitted to the Library and posted by Library staff. Materials may not be attached to walls, windows, doors, or furnishings. Unauthorized signs will be removed without notice.
4. No meeting rooms will be available for use on Sundays.
5. The library will accept cash or credit/debit cards for room usage fees.
6. Except for instructional groups, groups using the meeting rooms shall not charge for any event held in the library nor shall any profit-making venture be held therein.
7. Due to the complexity of laws covering public performance rights, no organization may show movies in any part of the library.
8. Only individuals, 18 years or older, with a valid Avon-Washington Township Public Library card may reserve any of the meeting rooms. The responsible party signing the application form must be in attendance at the scheduled meeting and acknowledge receipt of these rules for use.
9. Meeting attendance must be at least 10 people for rooms A and B. If attendance is frequently observed to be below ten people, the library reserves the right to refuse future reservations by the group.

10. The library's conference room has limited availability for groups of 10 or less Monday through Friday and can only be reserved at the Director's discretion. The library conference room must be vacated by the pre determined time agreed to in the application approval.
11. The children's programming rooms have limited availability and can only be reserved by an outside group at the Director's discretion. Children's programming rooms must be vacated by the pre-determined time agreed to in the application approval.
12. Occupancy limits are determined by the local fire marshal.
13. Entrance and exit must be through the main (north) entrance of the library. Other entrances can only be used with prior approval.
14. There is no baby-sitting service in the library for children of those attending meetings. Parents are responsible for their children.
15. Groups using a meeting room must confine all activities to the reserved room.
16. Library staff areas are off limits at all times.
17. No tobacco smoking, smokeless tobacco, alcoholic beverages or illegal drugs are permitted anywhere in the library.
18. The organization using the meeting room and adult signing the application accepts full responsibility for any damage caused to the building, furnishings, or any equipment (other than normal wear) resulting from meetings. The organization will be charged for subsequent repairs made necessary by the damage, or the repair fee may be charged to the responsible person's library account.
19. Any furniture moved by the group must be returned to its original position before the group leaves. There is an informational diagram on the back of the meeting room door indicating the preferred arrangement.
20. All groups are responsible for restoring the room to its original condition. There will be a walk-through inspection performed before and after the meeting with a representative of the library and a representative of the group using the room. If extra cleaning is required or any damage caused by members of the organization is found during the post-meeting inspection a fee will be charged to the cardholder's account. The organization will not be allowed to reserve any rooms again until the fee has been paid.
21. All groups serving food and/or drink (with the exception of water) or using a room for craft activity will be charged a non-refundable fee per the fee schedule. This fee will be collected prior to using the room. All trash from the meeting must be placed in the provided trash receptacle in the meeting room. If more than routine cleaning is required after the meeting, a charge will be placed on the cardholder's account.
22. Any group made up of people less than 18 years of age must have adequate adult supervision at all times.
23. There are no kitchen facilities for use by groups using the meeting rooms.
24. Groups must vacate the meeting rooms by 15 minutes prior to the library closing. The card holder will notify the library staff when the meeting is over. If the group fails to vacate the building by library closing time, fees will be assessed, and they potentially may not be able to use the library's facilities again. If a group refuses to vacate the room after library closing, authorities may be called to remove them.
25. The group must notify the circulation department if a meeting is canceled. FAILURE TO GIVE THIS NOTICE may result in library refusal of future meeting room reservations by the group.
26. No member of the group using the meeting room is to manipulate the wall partition in any way. The partition is to be folded or put into position by library personnel ONLY.

The group utilizing the meeting room will be responsible for any damage caused to the wall partition by their members.

## Fee Schedule for Meeting Room/Equipment Usage

For-Profit Groups Room Usage Fee	
Room A	\$25.00 per hour
Room B	\$15.00 per hour
Combination of Rooms	\$40.00 per hour
Food and Drink (with the exception of water) in Meeting Room	\$20.00 per meeting
Craft Activities in Meeting Room	\$20.00 per meeting
Library Equipment Setup (projector, laptop, etc.)	\$10.00 per meeting
Unreported Damages/Spills	\$50.00 per meeting
Failure to End Meeting on Time at Closing Time	
a) check out 14 minutes or less prior to closing time	\$10.00 per meeting
b) check out at or after library closing time	\$50.00 per meeting
Failure to End Session on Time	Cost per hour for each hour or partial hour past scheduled time

*All fees are payable prior to use of the meeting room and non-refundable. Fees for damages and failure to end on time will be posted to responsible party's library card and billed accordingly.*

## Meeting Room Occupancy Limits

- Meeting Room A with Tables and Chairs – 87
- Meeting Room A, Chairs Only – 187
- Meeting Room B with Tables and Chairs – 24
- Meeting Room B, Chairs Only – 52
- Meeting Rooms A&B Combined with Tables and Chairs – 111
- Meeting Rooms A&B Combined, Chairs Only – 236