

## **Meeting Room Use Policy – Leetonia Community Public Library**

The Leetonia Community Public Library, Leetonia, Ohio, a school district public library, is organized and maintained as an educational and cultural institution to serve all people within Leetonia Exempted School District and the surrounding areas without discrimination, and without economic, political, religious, or social prejudice. To accomplish this goal, the library is dedicated to providing access to a wide variety of materials and programs that will enhance and contribute to the lives of its citizens. The library places a special emphasis on fostering the love of reading in children and aims to stimulate their curiosity in the goal of making them lifelong learners. We also seek to make the library a community meeting place for individuals, organizations, and agencies.

In accordance with the above mission statement, Library meeting rooms are available free of charge for the following groups/individuals:

- Educational, cultural, civic, social, political, religious, or professional organizations.
- Persons volunteering as tutors as part of a non-profit program.

Library meeting rooms are not available to groups/individuals for free for:

- Promotion or sale of services.
- Fund-raising purposes.
- Campaigning activities.
- Conducting classes for profit.

There is one main meeting room for Library activities and the public to use; it is located on the south end of the building and can be divided into two rooms. There are also the History Room and Story Time Rooms that can be used when needed. The following rules and regulations apply: scheduling is based on availability, with the Library's needs being a priority. The Story Time Room cannot be used when the library is closed. Staff discretion will decide which room is best. All events must end by 8:00 p.m. and the building vacated at that time. If you want to keep the back door unlocked during your use of the community room, please be advised that you are responsible for people coming into the building that are not part of your group. Please do not allow these people to loiter. The doors facing south within the meeting room are for emergency use only. Please do not drive up onto the sidewalks.

For groups that are free of charge, the meeting room is available Monday through Saturday. For private parties the cost for using the room is \$125, with an additional \$100 fee if the library staff set up the tables and chairs, and is available Monday through Sunday. The meeting room space is not available on federal holidays. These costs are subject to change. Only the Friends of the Leetonia Library can sell goods and services on the premises. An exception to this is paying dues for membership in a group, i.e. Ruritans. With Board of Trustees approval, outside groups may sell goods and services on library property, provided 15% of proceeds are donated to the Friends of the Leetonia Library. The library will provide tables, chairs, refrigerator, microwave, and waste containers, and a vacuum sweeper. Users

are asked to leave the room as they found it, with the tables and chairs arranged in the same way. Decorations that do no damage to the room are allowed. Using temporary wall hooks, nails, tape, sticky tack, screws, etc. is not permitted. Free-standing decorations, writing on the white boards using dry-erase markers, and using magnets on the white boards are permitted. Refrain from using glitter of any kind.

TOBACCO USE STRICTLY PROHIBITED IN THE BUILDING AND ON ITS PREMISES BY OHIO LAW. Smokers are asked to walk 40 feet away from the building or sit in their own personal vehicle. Alcohol use in the building and on its premises is only permitted at specific Board of Trustees-approved events on a case-by-case basis. Any unapproved use of alcohol on library property will result in loss of meeting room privileges and may result in the police being called.

Please note that use of Library meeting rooms does not constitute Library sponsorship and/or endorsement. Any publicized meeting notice MUST state the following: "This event will be held at the Leetonia Community Public Library; the Library is not sponsoring or participating in this event." Also, do not include the Library's phone number in the publicized notice.

The Library is not responsible for any accidents or injuries that occur during the use of a meeting room and assumes no responsibility for equipment, supplies, or other items owned by a group or individual used or left behind. If the meeting room is used by minors, they must have an adult supervisor who is personally responsible.

The Library reserves the right to impose a penalty for failure to comply with these rules and regulations. If the Library is forced to close unexpectedly due to situations like weather emergencies, events scheduled in the meeting room must be cancelled. A full refund will be given when this happens if a fee was paid.

This institution is an equal opportunity provider and employer.