



Meeting Room Policy

The primary purpose of the Barberton Public Library's meeting rooms is to provide a space for library and library-related activities. The needs of the Library and the Friends of the Barberton Public Library will take precedence.

As a community gathering place, the Library is pleased to make its meeting rooms available to community groups for meetings which are educational, cultural, religious, or civic in nature. Meeting rooms are not intended to function as administrative offices for organizations or individuals. If space is available after library-related obligations have been met, meeting rooms are available to organizations or individuals for programs and meetings when such will not interfere with normal use of the Library and the use is consistent with this policy.

All meeting room activities must comply with the *Library's Public Behavior on Library Property* policy.

RULES FOR MEETING ROOM USE

1. The Library shall schedule non-library meeting room use or rental after the needs of the Library have been met.
2. The Library reserves the right to attend any gathering held in its facilities to ensure no illegal activities are occurring on library premises. The public cannot be excluded from general meeting room use.
3. Admission or related fees are not permitted.
4. Political demonstrations, rallies, or campaigns for specific partisan political issues or candidates are not permitted on library premises. No collections are permitted.
5. Meetings held in library meeting rooms must not disturb library operations. The Library reserves the right to stop meetings that are disruptive to library operations, and any related fees will not be refunded. Groups that disturb library operations may be denied future use of meeting rooms.
6. An adult (aged 18 or older) associated with the group must complete the meeting room application and shall be responsible for all costs and damages resulting from use of library meeting rooms. Children may not be left unattended.
7. Meeting room reservations will end 15 minutes before the Library closes.
8. Requests and arrangements for specific room setup are subject to availability and must be made at least ten (10) days prior to the meeting. The library offers two setup options: classroom setup (tables and chairs) or auditorium seating (podium

with chairs facing front – no tables). Groups may move tables and chairs, but must return all furniture to its original position by the end of the reservation.

9. Attendance at meetings may not exceed the maximum number of people certified by the Fire Department as the posted occupancy limit for the room.
10. Smoking is prohibited on library premises.
11. The Library is not responsible for equipment, supplies, materials, or other items owned by a group and cannot provide overnight storage for any group.
12. Groups using the Library meeting rooms must not use advertising and/or publicity that imply their programs are sponsored, co-sponsored, or approved by the Library.
13. No group is permitted to tack or tape anything to walls or doors.
14. The Library reserves the right to reject any application if it is determined that the organization or individual has abused its past privileges in using the meeting rooms as determined by the Library, including, without limitation: disruptive behavior, vandalism, theft, failure to appear for a scheduled meeting and/or failure to exit the building on time.
15. The Library reserves the right to cancel or change the location of any meeting if circumstances so demand and will endeavor to give at least 24 hours' notice of cancellation or change. The Library reserves the right to cancel meetings with less than 24 hours' notice due to acts of nature or situations warranting an emergency Library closing. The contact person listed on the meeting room application will be notified.
16. Library staff will meet the group on the day of the meeting to provide access to the room and confirm the attendance on the day of the meeting. This information will be noted for statistical purposes only.
17. Applications for use of the meeting room may be made up to (6) six months in advance with the following exceptions:
 - Annual special events: Use of the room for single occasion events occurring annually may be made no more than one (1) year in advance.
 - Barberton-area community groups who make regular, monthly use of the Library as their meeting place may reserve the facility for an entire year at a time to facilitate their program schedule.
18. The meeting rooms are available during normal Library operating hours. Meetings must complete fifteen (15) minutes before closing to allow for attendees to exit the building in a timely fashion.
19. Refreshments may be served as long as they remain in the meeting room area. Red drinks are not permitted. Groups serving refreshments are responsible for providing all serving utensils and for cleaning up following their meeting, using the trash receptacles provided. The Library encourages those serving refreshments in the meeting room to consult the American Heart Association's [Guidance on Meetings and Events](#) for healthy options.

20. Smoking and alcoholic beverages are prohibited.
21. Open flames of any kind (including candles and food warmers) are not permitted.
22. The name, address, or telephone number of the Library may not be used as the official address or headquarters of any organization other than the Friends of the Barberton Public Library.
23. The name, address, and phone number of the person reserving the room is a matter of public record. Upon request, this information will be shared with anyone seeking to contact that individual or the group he/she represents.
24. Library audiovisual equipment is available only upon prior reservation and only to groups which have an experienced operator or which make arrangements in advance for training by library staff.
25. The Library does not discriminate on the basis of race, color, national origin, religion, gender, sexual preference, age, or physical limitation in making its premises available for use. The use of the meeting rooms by a group does not imply endorsement by the Barberton Public Library of the policies or purposes of the group.
26. The Library Board of Trustees and the Library staff do not assume any liability for groups or for individuals attending any meeting or program in the Library.

FEES FOR MEETING ROOM USE

Usage fees are set by the Library Board of Trustees. The Customer Services Manager will approve meeting room use applications and accept payments. Payment is due within 14 days of requesting a reservation, and no closer than two weeks prior to the event, whichever is first. After 14 days, payments will be considered late and pending reservations may be cancelled.

Fees will be returned only if cancellation is received in writing at least two weeks prior to the event. If the Library has to cancel the reservation due to a Library event or closure, a full refund will be issued. Refunds will be mailed within 30 days of cancellation.

Non-profit Organizations

Library meeting rooms will be made available at no charge to all non-profit 501(c)(3) organizations, religious organizations, other public libraries, and other groups approved by the director. Nonprofit organizations are not permitted to use their nonprofit status for private organizations or personal events including, but not limited to: birthday parties, baby showers, wedding showers and family reunions.

Use of the Spillette Room kitchen will require a \$10 fee. Use of the kitchen must be indicated on the application and payment made at the time of application.

Commercial Use

Business and commercial groups may use the meeting room for business meetings, conferences, employment recruiting, and training sessions. The room may not be used for the sale or promotion of products or services, except in conjunction with a Library program. The fee for up to three hours of such use is \$100 per meeting. An additional charge of \$35

will be imposed for each hour or portion of an hour that the meeting extends beyond three hours. The fee must accompany the completed application form.

Commercial groups using the Spillette Room may request use of the Spillette kitchen at no additional charge.

Private Organizations and Individuals

The use of meeting rooms for private organizations and personal gatherings including but not limited to: birthday parties, wedding showers, baby showers, and family reunions, will be allowed for a fee of \$25 per hour per room. Use of the Spillette Room includes use of the adjacent kitchen. A refundable \$50 deposit will be charged per reservation. The deposit will be refunded to the customer by mail within 30 days of room use as long as all meeting room guidelines are followed. An additional fee may be assessed if damages to the room or furniture exceed the \$50 deposit

All library policies have been designed to maximize available resources and ensure accessibility. They are always subject to review and revision by the Board of Trustees as necessary.

Approved by the Board of Trustees, February 26, 2009. Revised December 19, 2013 and November 17, 2016.