

## **MEETING ROOM POLICY**

The Coshocton County District Library Board of Trustees recognizes the need for public meeting rooms and invites groups to utilize the library's facilities when not in use for a Library activity subject to the following conditions:

- A. The meeting rooms are available free of charge to educational, cultural, civic, political, religious, professional, or other non-profit organizations. Use of the rooms shall be governed by this policy, and it shall be the duty and prerogative of the Library Director to interpret the policy, subject to reversal or amendment by the Library Board of Trustees.  
You should be aware that all functions held in a public facility funded by taxpayer dollars must be open to the public, although the likelihood of anyone else, staff or public, coming into the room while you have it reserved is unlikely.
- B. Businesses may reserve the rooms for staff training and continuing education purposes. All other business and for-profit use is limited to drop-in use of the small meeting room only. Soliciting, fundraising, and sales of any kind by a non-library group are strictly prohibited.
- C. The meeting rooms are not available for the following purposes: an event of partisan politics; any event to which admission is charged. (This does not preclude open discussions of political and social issues where all points of view may be expressed). Meetings of a social nature, such as birthday parties or showers, are not permitted.
- D. Individuals booking a meeting room must be at least 21 years of age. Valid photo identification may be required. In addition, at least one adult age 21 or above must be present during the meeting. Adults present at a meeting must take responsibility for children in their group. The Library staff is unable to provide supervision for any children whose parent/guardian is attending a meeting.
- E. Library-sponsored programs will have first priority in scheduling. The Library will continue to accept reservations but it is understood that they are subject to unilateral modifications by the Library Administration in response to changing library needs.
- F. Organizations or individuals requesting use of either meeting room must complete a booking application, available electronically or at the reference desk of the Library.
- G. The Library will provide tables and chairs. The Library will not provide room set-up. Set-up and equipment, including extension cords, will be the responsibility of the organization or individual reserving the room. Outlets and WiFi are available.
- H. Smoking and alcoholic beverages are not permitted in the meeting rooms. Refreshments may be served. Users are responsible for cleaning up after the conclusion of meetings. If the rooms are left in a disorderly condition, a cleaning fee may be assessed. Damage to or destruction of Library property which occurs while the room is in use will be the responsibility of the groups using the meeting rooms.

- I. The Library reserves the right to terminate any event and to require its participants to leave the building if the event becomes unruly or excessively noisy, or if it has a disruptive effect on normal library operations. This includes leaving the meeting room during the meeting. In addition, those not utilizing the reserved space within 20 minutes will forfeit the reservation, thus making the space available for drop-ins. Three or more cancellations during a calendar year without notifying library staff may result in the suspension of reservations for the year.
- J. Use of meeting space by a non-library group is not to be publicized in such a way as to imply Library sponsorship of the group's activities or endorsement of its ideas. The Library's telephone number may NOT be used in promotion or for any purpose. The Library's name, address, or phone number may not be used as the official address or headquarters of any such organization.
- K. Groups are not permitted to post exterior or interior signs on Library property. In addition, individuals may not stand in the library's entrance or lobby in order to direct attendees to the meeting room. Visitors to the library may seek assistance from library staff for directions to the appropriate meeting room if needed.
- L. Any publicity of a meeting MUST state the following: "The Coshocton County District Library is not sponsoring or participating in this event." Failure to include this statement in any publicity may result in the organization's or individual's loss of meeting room privileges in the future.
- M. The large meeting room can accommodate meetings up to 50 people lecture-style and 48 at tables. The large meeting room is available by reservation only and is limited to one reservation per month for a total of 12 per year. Continuing reservations will be accepted one year at a time and must be renewed at the end of each calendar year.
- N. The small meeting room accommodates a total of 12 people sitting around a table. Drop-in use of the small meeting room is limited to one use per day for up to two hours.
- O. Tutoring is permitted in the small meeting room or in the general library only. The small meeting room may be reserved by those who do not charge for their tutoring services. Tutors who charge for their services may not reserve the room; however, they may use the room on a drop-in basis if it is available. The small meeting room may be used by tutors or for drop-in meetings if it is not in use. Tutors and drop-ins must first sign in at the Children's Room desk.
- P. Meetings are required to take place within the library's hours of operation, and all meeting attendees must vacate the meeting room before the library's closing time.
- Q. The Library is not liable for injuries to people or damage to or loss of property of any organization or person using the meeting rooms.
- R. The failure to comply with the Meeting Room Policy may result in an individual's or organization's loss of privilege to use the Library's meeting rooms.

Revised 9/2023  
Board of Trustees  
Coshocton County District Library

## Coshocton County District Library Meeting Room Reservation

Name/Organization \_\_\_\_\_

Date(s) of meeting \_\_\_\_\_

# of people attending \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Library Hours:      Monday - Wednesday: 9:30 a.m. to 8:00 p.m.  
                              Thursday - Friday: 9:30 a.m. to 6:00 p.m.  
                              Saturday: 9:30 a.m. - 5:00 p.m.  
                              Sunday: Closed

Please describe briefly the purpose of your meeting (i.e job counseling, planning for book fair):

The undersigned agrees to the conditions of the Meeting Room Policy and understands that an occasional change of schedule may be necessary in order to facilitate the smooth operation of the library.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 [Signature] of responsible person      Date Signed      Print Name

**You understand and agree that your name on the above line of this application will be binding and such transaction will be considered authorized by you.**

\_\_\_\_\_  
 Address      Phone

\_\_\_\_\_  
 City, State, Zip

E-mail \_\_\_\_\_

The Coshocton County District Library has the following meeting rooms available. **Indicate the room you wish to book:**

One large meeting room, which will accommodate up to 50 people.  
 A small kitchen is attached to this room. The Library will provide tables and chairs if available.  
 Set-up and clean-up will be the responsibility of your group/organization.

A small conference room, which will accommodate 10 to 12 people.

Return the completed and signed or e-signed form as soon as possible to the library by email: [info@coshoctonlibrary.org](mailto:info@coshoctonlibrary.org), by mail, to the Coshocton County District Library, 655 Main Street, Coshocton, OH 43812, or fax [740] 622-4331.

**Your request will be filled on a first come-first served basis. We will book your reservation and confirm it with you when we receive this request form.**

West Lafayette Branch Library  
 Rotary Reading Shelter

**Branch Hours:**

Mon-Wed: 10:00 a.m. - 7:00 p.m.  
 Thurs-Fri: 10:00 a.m. - 5:00 p.m.  
 Saturday: 10:00 a.m. - 3:00 p.m.  
 Sunday: Closed