

## COSHOCTON PUBLIC LIBRARY MEETING ROOM POLICY

The Coshocton Public Library Board of Trustees recognizes the need for public meeting rooms and invites groups to utilize the library's facilities subject to the following conditions:

- A. The Meeting Rooms are available free of charge to educational, cultural, civic, social, 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.
- B. The Meeting Rooms are not available for the following purposes: an event of partisan politics; individual or commercial concerns; 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.)
- C. Applicants for room use must be 21 years of age or older. Valid photo identification may be required.
- D. Meetings that will include those under the age of 21 require the signature of two adults on the room reservation form. Both of the signatories must be in attendance at all meetings at which those under the age of 21 are present.
- 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, chairs, and equipment, if available. The Library will not provide room set-up. Set-up will be the responsibility of the organization or individual reserving the room.
- 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.
- 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 name, address, or phone number may not be used as the official address or headquarters of any such organization. Groups are not permitted to post permanent exterior or interior signs on Library property.
- K. The large meeting room can accommodate meetings up to 50 people lecture-style and 48 at tables. The small meeting room accommodates a total of twelve people sitting around a table.

- L. The large meeting room is available by reservation only. It is not available for drop-in use.
- M. 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. 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.
- N. 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. Permission must be obtained from the Library Director to begin or end meetings. The elevator will not be available for meetings that continue while the library is closed. Groups are responsible for turning off the heat or cooling, the lights, and making sure the door is closed securely.
- O. Groups wishing to use the meeting room on a regular basis (more than three times per year) must apply in writing to the Board of Trustees. Continuing reservations will be accepted for one year at a time and must be renewed at the end of each calendar year. The Library reserves the right to terminate a continuing reservation at any time and for any reason deemed appropriate.
- P. 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.
- Q. 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 6/15/2010

### Coshocton Public Library Meeting Room Reservation

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

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

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

Library Hours: Open daily, Monday through Saturday at 9:30 am.  
Monday through Wednesday close at 8 pm.  
Thursday and Friday close at 6 pm.  
Saturday close at 5 pm.  
Closed Sunday

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 Public 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 Public 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.**