



Meeting Space Policy

Board approved: 9/2011

Revised: 3/2012, 5/2013, 10/2015

Meeting Space Availability

Monday – Thursday: 9am to 9pm

Friday & Saturday: 9am to 6pm

Reserving & Using the Rooms

Community groups whose purposes are non-profit, civic, cultural, or educational are encouraged to use the library meeting rooms for group meetings when the rooms are not being used for their primary purpose: library-related activities.

The meeting spaces are available during regular library business hours to groups on a first-come, first-served basis. Groups using the rooms for meetings or other events that are open to the public may do so at no charge.

Meeting rooms may not be used for social activities, private parties, commercial purposes/endeavors or gatherings that advertise a product or service; or political campaign meetings. No admission or attendance charge or required donation may be assessed by any non-library group using the rooms. Meeting rooms may not be used for any illegal activity or activity that is prohibited by library policy. Open flame, use of chemicals, and any other activity deemed dangerous by the library is prohibited. The number of meeting attendees cannot exceed the maximum occupancy for the room. Groups using the rooms shall allow enough time for clean-up after the meeting or event to ensure that the group is out of the space by the end of the reservation period.

The library may permit presenters at library-sponsored programs to sell merchandise related to the subject or activity of their programs. The library will grant this permission either to reduce the cost of the program to the library or to raise funds for the library or the Friends of the Granville Public Library. Likewise, a library-sponsored program may have a registration charge to defray or reduce the cost of the program to the library.

Reservations for the rooms are booked no more than three (3) months in advance. The Director or his or her designee must approve all reservations. A representative of the group must submit a completed and

signed Meeting Space Request Form to the library or use the library's online room reservation system to make a request prior to the meeting date. The organizer of the meeting or event, who must be an adult eighteen (18) years or older and be present at the meeting, is responsible for the orderly conduct of the group, and in the event of any damage to library property and/or equipment, that individual will be liable. A group using the rooms more than once for the same purpose only needs to complete the form annually. A copy of the completed form will be kept on file at the library. If using the online system, a request must be made for each desired meeting or event.

Food and non-alcoholic drinks may be served in the Community Room and Meeting Room A, but are restricted to the meeting spaces and are not permitted in other parts of the library except during library-sponsored events. Only beverages with lids are permitted in the Learning Lab. Smoking and alcoholic beverages are prohibited. A group serving refreshments is responsible for providing all serving utensils and for cleaning up following its meeting. Audio visual equipment is available to the public in the Community Room provided that the need for specific pieces of equipment is made apparent on the completed Meeting Space Reservation Form or the online request. For repeat users of the Community Room and its AV equipment, a representative from the group may be trained in the proper use of the equipment to alleviate stress on library staff and to allow for easier set-up. For sporadic or one-time users, library staff will arrange for the equipment to be ready prior to or at the time of the scheduled meeting.

Groups are responsible for arranging the chairs, tables, and other furniture to meet their own needs. Following their use of the rooms, groups must return the rooms to their original state. Should groups be found to consistently abuse or damage the rooms and/or the equipment, their rights to reserve and to use the rooms and/or specific pieces of equipment may be revoked.

Disclaimer

The library makes no endorsement, expressed or implied, of any non-library event or activity held in the meeting spaces. Publicity of such events shall not be publicized in a way as to imply library sponsorship unless the activity is actually being co-sponsored by the library. The library's address is to be used only as the location of the meeting, not as the mailing address or administrative location for the organization using the space. The library's phone number may not be given out as a means of providing information for the meeting or the organization.

The board and the library staff do not assume any liability for groups or individuals attending any meeting or program in the library.