Request for Use of Meeting Room

Clermont County Public Library
Administrative Offices 326 Broadway Street, Batavia OH  (513) 732-2736 Fax (513) 732-3177

Please check availability of meeting room space with appropriate branch before submitting form. Payment required to finalize reservation. Payment may be submitted at branch or administrative offices.

By signing the Request For Meeting Room Use, I have read, understand, and agree to the terms of the Meeting Room Policy as approved by the Clermont County Public Library Board of Trustees on August 8, 2011.

Name of Organization: ____________________________________________________________

Address: _______________________________________________________________________

Phone: ___________________ Fax: _______________ Email: ____________________________

Representative reserving meeting room: ____________________________________________

Address: _______________________________________________________________________

Phone: ___________________ Fax: _______________ Email: ____________________________

Organization leader (if different): _________________________________________________

Address: _______________________________________________________________________

Phone: ___________________ Fax: _______________ Email: ____________________________

Branch meeting room requested: (Please circle one)

Amelia  Batavia  Bethel  Felicity  Goshen  Milford-Miami  New Richmond  Owsville  Union Township  Williamsburg

Meeting date(s): ___________________________ Start time: __________ End time: __________

Anticipated Attendance: ____________

Applicant’s Signature: ___________________________________________ Date: ________________

Printed Name: ____________________________________ Title ____________________________

Fee paid: __________________ Staff Initials: __________________ Receipt#: ________________

7025-Request for Use of Meeting Room/PS-April 2015
### Meeting Room Sizes & Capacities

<table>
<thead>
<tr>
<th>Branch</th>
<th>Square feet</th>
<th>Standing or chairs only</th>
<th>Tables &amp; chairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amelia</td>
<td>1,107</td>
<td>158 people</td>
<td>79 people</td>
</tr>
<tr>
<td>Bethel</td>
<td>380</td>
<td>54 people</td>
<td>27 people</td>
</tr>
<tr>
<td>Batavia</td>
<td>414</td>
<td>59 people</td>
<td>29 people</td>
</tr>
<tr>
<td>Felicity</td>
<td>616</td>
<td>88 people</td>
<td>44 people</td>
</tr>
<tr>
<td>Goshen</td>
<td>1,092</td>
<td>156 people</td>
<td>78 people</td>
</tr>
<tr>
<td>Milford</td>
<td>1,014</td>
<td>144 people</td>
<td>72 people</td>
</tr>
<tr>
<td>Owensville</td>
<td>552</td>
<td>78 people</td>
<td>40 people</td>
</tr>
<tr>
<td>New Richmond</td>
<td>775</td>
<td>110 people</td>
<td>55 people</td>
</tr>
<tr>
<td>Union Township</td>
<td>1,295</td>
<td>185 people</td>
<td>93 people</td>
</tr>
<tr>
<td>Williamsburg</td>
<td>726</td>
<td>103 people</td>
<td>51 people</td>
</tr>
</tbody>
</table>

Union Township’s small room near the children’s area allows a maximum of 48 people.

*Based on 2000 building codes. Local jurisdiction may alter actual numbers.
Clermont County Public Library Meeting Room Policy

The Clermont County Public Library, as an institution of education and democracy, welcomes the use of its meeting rooms. Library meeting rooms are available on equal terms to all individuals or groups “hereinafter referred to as (user)” within the community. No admission, attendance charge, or donation may be assessed to the individuals attending an event, meeting, or program. Library meeting rooms are available for a non-refundable charge of $10.00 per day, per use, payable at the time the meeting room is reserved. Any additional donations to the library are gratefully accepted. First priority in the use of library meeting rooms will always be given to library. All scheduling will be done on a first-come, first served basis. When the meeting rooms are not scheduled for library functions, the meeting rooms at all Clermont County Public Libraries are available for use.

The user of the library meeting rooms agrees to abide by the rules and regulations established by the library. A representative of each group is expected to read this policy and rules in advance and is required to sign a Request for Use of Meeting Room form, each time, before using the meeting room. The form assigns responsibility for damages or loss to the room, furnishings and/or equipment to the user sponsoring the event, meeting, or program.

Meeting rooms are only available during regular library services hours. Reservations for the meeting rooms will be accepted only up to 3 months in advance of the meeting date. The library is unable to guarantee availability for regularly scheduled meetings. The library reserves the right to change meeting room locations or dates if the Executive Director or Board of Trustees determines the meeting room is needed for library purposes.

The person signing the Request for Use of Meeting Room application must be at least 18 years of age. A reservation for a group of people who are under age 18 years must be made by a supervising adult, and the group must remain under adequate adult supervision at all times. Meeting room use may be denied to anyone falsifying a meeting room application. The library will approve and schedule only those meetings which will not disturb other library activities or patrons. The user requesting use of a meeting room will be held responsible for the orderly conduct of the group and for any loss or damage to library property, or injury to individuals. In addition, children must not be left unattended in the library while parents or legal guardians attend events, meetings, or programs.

The user of the library meeting rooms agrees to comply with the Meeting Room Policy, the Meeting Room Rules, and the Clermont County Public Library Standards of Library Public Behavior. Meeting room use may be denied to anyone failing to comply with the policy, rules, or standards. The library is not responsible for injuries, accidents, or acts of negligence that may occur on library premises. The library reserves the right to withdraw permission for meeting room use when conditions so warrant, and to stop meetings which interfere with the normal and safe operation of the library. Reinstatement of meeting room privileges can only be granted by action of the Clermont County Public Library Board of Trustees.

Except as a designation of location, the name and contact information of the library may not be used in any publicity for the meeting. Use of the meeting room does not mean the library endorses the purposes and policies of the user using its meeting rooms. The user will not imply that the library is a sponsor of the meeting in publicity or during the meeting.

Approved as amended by the Clermont County Public Library Board of Trustees: August 8, 2011
Meeting Room Rules:

1. Library use of the meeting rooms takes precedence over all other uses. The library reserves the right to change meeting rooms or cancel use of meeting rooms by an outside individual, group or organization if the Executive Director or Board of Trustees determines the space is needed for library purposes.

2. Requests must be submitted at least 24 hours in advance for approval and confirmation.

3. The library requests at least 24-hour notification in the event of a meeting cancellation.

4. Meeting rooms are available only during public service hours and must be vacated 15 minutes before closing. A representative from the group must sign in at the circulation desk prior to occupying the room. The meeting rooms cannot be occupied prior to or after the specified time without prior approval.

5. Staff only areas are considered off limits to all meeting room guests.

6. Users of the meeting rooms are permitted to post signs on library bulletin boards or distribute materials within the meeting rooms only during the meeting. Distribution or posting of signage or materials in the main area, sidewalk, marquees, or parking lot of the library is not permitted.

7. By requesting to use a library meeting room, the user of the meeting room acknowledges their willingness to be addressed at some time during its meeting by a library staff member.

8. Meeting room capacities as listed on the Request for Use of Meeting Room form must not be exceeded.

9. Tables and chairs may be available and the user may arrange to bring their own equipment and/or supplies with prior notification on the application. The library is not responsible for equipment, supplies, or any other materials owned by the user.

10. The room must be returned to its original condition. If professional cleaning is required, charges will be passed on to the responsible user. Scotch tape, tacks, and other fasteners may not be used on library walls or equipment.

11. Library staff are not permitted to receive materials sent by or to people using the meeting room. In addition, library staff are not permitted to take telephone messages for guests attending meetings.

12. The library cannot store equipment and/or supplies, personal or otherwise, for any non-library meeting room function.

13. Light refreshments may be brought into library meeting rooms. The user serving them will be responsible for any clean up following the meeting.

14. Open fire (candles, Sterno, etc.) and/or cooking are not permitted in the meeting rooms.

15. Alcoholic beverages or drugs of any type may not be brought into, served, or consumed on the library’s premises. Smoking on library premises is not permitted.

16. Firearms, knives or other objects considered dangerous are not permitted on library premises.

17. Accidents must be reported to the staff member in charge who will report the incident according to library procedures.

Approved as amended by the Clermont County Public Library Board of Trustees: August 8, 2011