

Request for Use of Meeting Room Clermont County Public Library

Administrative Offices: 5920 Buckwheat Road, Milford, OH 45150; (513) 732-2736

Please check availability of meeting room space with appropriate branch before submitting form. Payment is required to finalize the reservation. Payment and application may be submitted at the 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 April 16, 2012. By signing the request, I also agree to abide by the Meeting Room Rules.

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 Miami Township New Richmond Owensville Union Township Williamsburg

Meeting date(s): _____ Start time: _____ End time: _____

Anticipated Attendance: _____

Applicant's Signature: _____ Date: _____

Printed Name: _____ Title _____

Fee paid: _____ Staff Initials: _____ Receipt #: _____

Meeting Room Sizes and Capacities

Branch	Square Feet	Standing or Chairs Only	Tables & Chairs
Amelia	1,107	158 people	79 people
Bethel	380	54 people	27 people
Batavia	414	59 people	29 people
Felicity	616	88 people	44 people
Goshen	1,092	156 people	78 people
Miami Township: Room A	1,191	100 people	50 people
Miami Township: Room B	1,359	135 people	67 people
Miami Township: A & B Combined	2,550	235 people	117 people
Owensville	552	78 people	40 people
New Richmond	775	110 people	55 people
Union Township	1,295	185 people	93 people
	The small room near the children's area allows a maximum of 48 people.		
Williamsburg	726	103 people	51 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 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

Approved as amended by the Clermont County Public Library Board of Trustees: April 16, 2012

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 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. If the room or equipment is damaged, the repair or replacement cost will be paid by the responsible user.
11. Library staff members are not permitted to receive materials sent by or to people using the meeting room. In addition, library staff members 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. Concealed weapons or any other dangerous ordnance of any kind are not permitted anywhere in the library unless the owner of the weapon or other dangerous ordnance is a law enforcement officer.
17. Accidents must be reported to the staff member in charge who will report the incident according to library procedures.
18. The library provides meeting rooms for the public to use as long as the gathering does not disturb other library activities or patrons.
19. 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 utilizing 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: April 16, 2012