



## **OHIO COUNTY PUBLIC LIBRARY WHEELING, WV**

### **MEETING ROOM POLICY**

The mission of the Ohio County Public Library is to provide access to resources to support the informational, educational, recreational, and cultural needs and interests of its area residents in a financially responsible manner. Within this framework the library offers its meeting rooms free of charge, for use by all nonprofit groups and organizations engaged in educational, cultural, intellectual, recreational or charitable activities regardless of origin, age, background or views. All reasons for requesting the facility and all the activities held within must be in full compliance with all applicable laws, ordinances, and regulations.

To ensure fair and orderly use of the Library meeting rooms, the following rules have been adopted by the Ohio County Public Library Board of Trustees.

#### **GENERAL GUIDELINES**

Since the OCPL is a public institution, supported by public funds, **all programs must be open to the public at large.** This means that anyone may sit in on your group's meeting. If, however, a person is disturbing the meeting, please notify a staff member.

The library reserves the right to publicize any or all programs of community interest. This right does not obligate the library to provide publicity for any particular program.

Publicity for a meeting by a non-library group in a library meeting room must not be worded in a manner which would imply library sponsorship of the group's activities. In the event publicity concerning the meeting is circulated which lists the library's name and address, this disclaimer should be included: **"This event is not sponsored by the Ohio County Public Library."**

The name, address or telephone number of the library must not be used as the official address or headquarters of an organization.

Granting the use of its meeting rooms does not imply approval by the library of the group, the meeting, or the ideas presented at the meeting.

Meetings must not be of a nature which would interfere with the normal operations of the library. The library reserves the right to discontinue the use of the room by any group which disturbs the usual operations and procedures of the library.

Youth groups wishing to use a meeting room must provide the name of an adult who will be responsible for the group's activities while in the library. The responsible adult must complete the Meeting Room Policy Acknowledgement form and will be present in the library during the activity.

No group may charge admission to a meeting held in these facilities nor may it solicit or collect a "free will" offering, nor may it present for sale any item which is conditional for attendance to the program.

Only the library or a library group may sponsor a fund-raising or purely social program in the library.

For profit groups and/or businesses are only permitted to use library meeting rooms for nonprofit purposes such as staff training sessions.

Groups may be asked to furnish a copy of their 501(C)3 statement verifying non-profit status.

If there is any question about a group's eligibility, the Library Board of Trustees reserves the right to review any or all requests and may require sufficient time to make proper investigation before granting approval.

***-REVISED AND ADOPTED April 18, 2007***

***-REVISED AND ADOPTED January 12, 2011***

## **RESERVATIONS**

Library programs will receive priority over all other activities. The library reserves the right to change or cancel reservations.

As a partner in education, the Library, at its discretion, may provide meeting room space for educational institutions holding off-site classes. If the educational institutions charge students for these classes, the Library may, at its discretion, assess a monetary charge for the use of Library space.

Individuals making reservations, as well as the membership of the group as a whole, will be held responsible for any or all damages that may occur as a result of the use of the facility. Permission to use the facility may be withheld from groups failing to comply with the Meeting Room Policy, and from any group that damages the room, flooring, equipment, or furniture, or causes a disturbance.

All library meeting rooms are reserved on a first-come, first-served basis. No fees are charged for meeting room use.

If a group needs to cancel its reservation, please do so by calling the library at 304-232-0244. Library reference staff handle all reservations and cancellations.

Groups holding reservations are urged to notify the library at least two days in advance if any cancellation or change of plans is necessary. Groups not complying with this policy are liable for loss of privileges in using these library meeting room facilities.

Attendance at meetings will be limited to the seating capacity of the meeting room reserved. Room assignments will be made and/or changed based on the size of the group.

Room assignments will be made and/or changed at the discretion of the library personnel. In the event that circumstances arise which are not covered by the document above, the decisions of appropriate library personnel are binding.

Meetings may be held during the hours the library is open and should be adjourned 15 minutes before closing time and should not interfere with the normal operation of the library.

Meetings may not be scheduled for days when the library is closed.

Every effort should be made to reserve library meeting rooms at least 2 days in advance of a group's meeting. Reservations should not be made more than 6 months in advance. Reservations may be made by telephone.

Kitchen facilities adjacent to the auditorium are available to those wishing to serve light refreshments. The kitchen should be requested when the auditorium is reserved.

The library has a stove, refrigerator and coffee maker. Groups reserving the auditorium who plan to use the kitchen facilities to serve light refreshments must furnish their own cups, plates, flatware, napkins, and other needed utensils.

Groups serving refreshments are expected to clean up after themselves. Failure to clean up may result in loss of meeting room privileges.

The library's audio-visual equipment, including a satellite downlink, may be made available to groups upon application. The satellite downlink is available only in the auditorium.

*-Revised and adopted November 14, 2012.*

## **FREQUENCY OF USE BY GROUPS**

Groups may not use the rooms for on-going organizational meetings for longer than three months before rebooking.

A series of classes or lectures must have a beginning and ending date, and will be scheduled for no longer than three months at a time.

## **CARE AND USE OF THE FACILITY**

Each organization and/or group assumes the full responsibility for any damages incurred resulting from the use of the meeting room facilities. Groups are responsible for cleaning up after their meetings and leaving the room as they found it. Groups that fail to comply with these regulations will be denied future use of library meeting space.

The library assumes no responsibility for hats, coats, or other personal belongings of persons attending the meetings. Lost items are kept at the library's circulation desk. Any person may check that location for lost items during operating hours.

This is a Smoke Free building. Please do not block the exits when smoking outside.

No alcoholic beverages will be permitted on library premises.

The library is not liable for injuries to people or damages to or loss of property of groups and/or organizations using the meeting rooms.

No attachments (i.e. -- flyers, posters, displays, announcements, etc.) to the interior or exterior surfaces of the library shall be allowed. Any publicity or informational materials should be given to the library's Reference Department staff to post.

## **MEETING ROOM CAPACITIES**

- The maximum capacity of the auditorium is 120 persons.
- The maximum capacity of the Morrow Room is 10-15 persons.
- The maximum capacity of the lower-level classroom/testing room is 30 persons.
- The maximum capacity of the Hess Room is 10 persons.
- A small study room may be made available for one-on-one meetings such as tutoring sessions.

*-Adopted by the Ohio County Public Library Board of Trustees, July 23, 1997, revised Feb. 8, 2005*