

LIBRARY AUDITORIUM AND MEETING ROOM POLICY

The meeting rooms have been provided to expand library services offered to the community; however, library programs have priority over any reservations made. When not needed for library-centered events, rooms may be available for community use. The following policies regulate community use and do not apply to library programs, government functions, or Friends of the Library events.

The meeting rooms will be available for programs and meetings of community groups and organizations. The use of the meeting rooms takes into account the library's principles of non-competition with private businesses and non-involvement with political and religious groups. The meeting rooms may not be used for meetings which are commercial or for-profit in their purpose. Meetings hosted by a company or individual that promote, advertise, lead to the sale of a product or service, or recruiting are not permitted. Meeting rooms may not be used by organizations that seek to proselytize a specific religious or political agenda. The meeting rooms may not be used for private gatherings, any purpose which is illegal, or by any group whose conduct in the library is objectionable.

No admission fee may be charged, donations solicited, or collection taken at any meeting. Contracts may not be solicited nor be entered into in the meeting rooms. Use of the meeting rooms does not constitute sponsorship or endorsement by the Columbus Public Library. The library's name may only be used to indicate location of the program and not as a referral for information about the program.

RESERVATIONS

The library reserves the right to review all applications before approval to determine whether or not that use falls within the meeting room guidelines. All decisions are at the discretion of the library leadership.

- Reservations will be filled on a first-come, first-served basis and will not be accepted more than 12 months in advance. Bookings for the next calendar year may be made beginning October 1.
- The library reserves the right to limit the number of meetings held by any group or organization to maximize availability of meeting room space to as many groups as possible.
- The reservation will not be confirmed until the library receives the signed application form.
- In the event of a cancellation, please contact the library no later than 24 hours before your scheduled start time. Failure to report cancellations may result in loss of meeting room privileges.
- The library reserves the right to take photographs of events for its own records and for future promotional materials.
- Every effort will be made to honor reservations that have been properly made; however, the library leadership reserves the right to cancel a reservation.

RESPONSIBILITY

- In accepting use of the rooms, the party making reservations will be held responsible for the proper conduct of those attending and for any expenses resulting from damage or theft.
- The Columbus Public Library will not be responsible for articles lost, stolen, or damaged, nor for personal injuries sustained on the premises. The library will not store equipment or materials for any group except when approved and arranged in advance with a member of library leadership.
- The library will not provide personnel to assist in handling exhibits or other materials needed by groups using the meeting rooms, including equipment set up.

- Group members are responsible for the set up and tear down of furniture and equipment for each function. Library staff may be consulted for questions or assistance locating what is needed for the meeting. The organizer of the event should plan to arrive first and let the Information Desk staff know that he/she is present.
- Upon one week's prior notice, the library may furnish available audio-visual equipment for use in meeting rooms. The group booking the meeting room is responsible for the replacement of lost or damaged equipment.
- The kitchen may be used in the auditorium. If food or refreshments are prepared or served in the auditorium, the group is responsible for all clean up.
- Groups are responsible for providing their own refreshments.
- The organizer of the event should notify the staff at the Information Desk at the conclusion of each event so library staff can inspect and secure the meeting room. If damage occurs as a result of the room remaining left unsecured due to failure to notify the library staff, the damage will be charged the same as if the damage occurred during the meeting.
- If the rooms are used for exhibits, a member of the sponsoring group must be present at all times when the room is open.
- The meeting rooms shall be left in the same condition in which they were found. Tables must be cleaned and all trash placed in the trash cans. Additional cleaning supplies (trash bags, cloths to wipe tables, vacuum, etc.) can be requested at the Information Desk. For theft or damage, the cost of repair will be billed to the person signing the application on behalf of the organization.
- Smoking, using drugs, or serving alcoholic beverages is not permitted.
- All meetings must begin and end as scheduled.
- Open flames are not permitted on library premises at any time.
- Library staff or representatives may enter the meeting rooms at any time and for any reason.
- While meeting rooms may be available for set up as early as 8:00 a.m., no meetings shall be scheduled to start until after 9:30 a.m., when the library opens to the public.
- Use of the meeting rooms may be terminated at any time if the conduct of the group, or any member of the group, is disruptive to library service, abusive or dangerous to the building, library materials, exhibits, furnishings, or individuals in the building.
- Groups which do not abide by the rules set forth here and all other library policies may be denied access to the meeting rooms in the future, at the discretion of library leadership.

Adopted by the Library Board on 11/10/1983, revised 1/10/2002, reviewed 6/8/2006, revised 12/10/2010, revised 11/8/2018