

## Meeting Room Policy

The Hubbard Public Library has three meeting rooms to schedule library activities. Two meeting rooms are on the ground level and may be combined to form a large room with seating capacity of 159 (chairs only); 74 (tables and chairs); 37 (mercantile). The Schafer Conference Room is located on the second floor and can accommodate (17). As a community service, the Library makes these rooms available for use by nonprofit civic, cultural and educational community groups, for nonprofit purposes.

All decisions regarding the use of the auditorium are to be at the discretion of the Director/Assistant Director, subject to review by the Hubbard Public Library Board of Trustees.

The Meeting rooms, when not being used for library related functions, are available during regular Library hours free of charge.

If the meeting or program begins before or extends past the Library's regularly scheduled hours, a \$20 per hour fee will be charged. These fees are to be paid in advance and included with the room reservation form. When meeting rooms are not being used for library activities, they are available no earlier than 7:00 A.M. and no later than 10:00 P.M.

Groups may use the meeting room for private meetings or to present free programs for the general public. Programs must not interfere with the normal functions of the Library and must be non-soliciting in nature. Meeting room use shall not be publicized in such a way as to imply Library sponsorship.

Meeting room use, including clean up, must end before the Library's closing time unless previous arrangements have been made. The Library will provide the following equipment: tables, chairs, lectern, projector, projection screen, and easel.

Each group must request room set up at time of room request. Non-alcoholic refreshments may be served, however the Library does not provide cups, dishes, or utensils. Wastes should be placed in receptacles provided.

An extra fee may be charged if the group's use of the room results in the need for repair to library furnishings or equipment or if excessive clean-up is required by library staff. Imposition of this fee will be at the discretion of the Library Director.

No signs, posters, emblems, or decorations may be affixed or attached to the walls, doors, ceilings, or any portion of the premises.

Noise levels shall be kept to a minimum so as not to disturb library personnel or patrons using library facilities.

Use of a meeting room more than twice a month by a single group must be approved by the Library Director.

The Hubbard Public Library is not liable for injuries to people, damage to their property, or loss of property belonging to individuals or groups using the meeting rooms.

### **Procedure for Application of Meeting Room**

Applications and Reservation Forms are available upon request at the Adult Information Desk.

Application for use of a meeting room must be made by an officer or representative of the organization at least (2) weeks in advance of the desired date of use. Applicant must be a Clevnet library cardholder. Patron ID number is to be verified and entered on application.

Applications for use by any children's or youth group must be made by a responsible adult, affiliated with said group. Children's and/or youth groups shall have at least (1) adult supervisor for every (10) children/youth less than (18) years of age.

**The individual who files the application for the meeting room must agree to assume full responsibility for any damages to the facility or equipment which may occur as a result of the group's activities, including charges for any additional cleaning which may be required.**

If a fee is required for use of the room, payment is due with the room reservation form. Please complete both the application and the room reservation form and submit by mail or in person to the Library Director at least two (2) weeks in advance of the desired date(s) of use. Applications will remain on file for one (1) year from date of approval. Meeting rooms may be reserved using the Reservation Request form following yearly scheduling policy.

Reservations for a regular meeting by the same group will be accepted no more than three (3) months in advance. Conditional reservations may be accepted farther in advance with the understanding that the needs of the library may result in rescheduling or cancelling the tentative booking.

A library related program may take precedence over other scheduled uses of the room. An attempt will be made to provide an alternative date or time for the group.

Reservations will be confirmed by telephone or email.

Failure to notify the library of cancellations or changes in scheduling of meeting rooms within 48 hours of scheduled use may result in suspension of meeting room privileges.

### **Meeting/Program procedure**

At the time of meeting/program, a representative of the group must notify the Librarian in charge so that meeting room may be unlocked. Likewise, this representative must also notify the Librarian in charge when such meeting/program has ended. The Librarian in charge will inspect the meeting room and assess its condition in regards to the meeting room policy.

If a meeting is scheduled before or after regular Library hours, prior arrangements must be made for the maintenance person to be in the building. Maintenance person is responsible for opening the building and/or for clearing the auditorium and locking up when meeting ends.

**Meeting Room Application expires one year from date of approval.**  
**APPLICATION FOR USE OF THE HUBBARD LIBRARY MEETING ROOMS**

Hubbard Public Library  
436 West Liberty St.  
Hubbard, Ohio 44425  
330-534-3512

Email – Reference@beyond-books.org

(please print)

Name of Organization \_\_\_\_\_

Name of Individual making application \_\_\_\_\_

Position held in Organization \_\_\_\_\_

Address of Applicant \_\_\_\_\_

Patron ID Number \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

The undersigned hereby states that he/she has received a written copy of the Meeting Room policy and hereby personally, and on behalf of the said organization, if any, assumes total and full responsibility for the use of said room(s) and the consequences thereof, including but not limited to any fees for damage to Library facilities and equipment and/or personal injuries related directly or indirectly to or incurred during use of said room(s). It is understood that the Hubbard Public Library, its employees, agents, or the Board of Trustees have no obligation or responsibility for personal damage, injury, loss or disappearance of property for any reason in connection with the use of the meeting room(s) or premises. It is further understood that the Hubbard Public Library does not provide private security service for users of the meeting room(s). Individuals or organizations using the meeting room(s) are responsible for providing security if needed.

**I affirm that the above organization is a nonprofit civic, cultural, or educational community group meeting for a nonprofit purpose.**

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

\*\*\*\*\*

Application Approved: Yes \_\_\_\_\_ No \_\_\_\_\_ Approval expires one year from date below.

By: \_\_\_\_\_ Date: \_\_\_\_\_

**RESERVATION REQUEST FOR USE OF THE HUBBARD LIBRARY MEETING  
ROOMS**

Hubbard Public Library  
436 West Liberty St.  
Hubbard, Ohio 44425  
Email – Reference@beyond-books.org

NAME OF GROUP APPLICATION ON FILE: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Applications will remain on file for one (1) year from date of approval. Meeting rooms may be reserved using the Reservation form only for one year from the date of approval of a group's application.

Reservations for a regular meeting by the same group will be accepted no more than three (3) months in advance. Conditional reservations may be accepted farther in advance with the understanding that the needs of the library may result in rescheduling or cancelling the tentative booking.

A library related program may take precedence over other scheduled uses of the room. An attempt will be made to provide an alternative date or time for the group.

Reservations will be confirmed by telephone or email.

Failure to notify the library of cancellations or changes in scheduling of meeting rooms within 48 hours of scheduled use may result in suspension of meeting room privileges.

Date(s) Needed \_\_\_\_\_

Time Room is needed (including set-up): \_\_\_\_\_

If meeting is recurring, End Date \_\_\_\_\_

Refreshments will be served: YES \_\_\_\_\_ NO \_\_\_\_\_

Number Attending Meeting \_\_\_\_\_ Number of Chairs Needed \_\_\_\_\_

Number of Tables Needed \_\_\_\_\_ Other Equipment \_\_\_\_\_

Applicable Fees: \_\_\_\_\_

Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Booking confirmed by \_\_\_\_\_

February 2017