

Title: Meeting and Study Room Policy

Effective Date: 9/19/16

Authorized By: Library Board of Trustees

Date of Last Revision: 9/9/16

Availability

The Huntington City-Township Public Library will offer the following spaces as meeting and/or study rooms for public use.

- North Meeting Room – max occupancy 50
- South Meeting Room – max occupancy 40
- Board Room – max occupancy 16
- Study Rooms 1-4 – max occupancy 3
- Markle Meeting Room – max occupancy 25

The North and South meeting rooms can be combined to create one room with a maximum occupancy of 90.

The meeting and study rooms may be used by any patrons of the library. A library card is not required for the use of the study rooms; however a valid library card will be required to book any other meeting room. This requirement may be waived at the discretion of the Director.

The meeting and study rooms are available at no cost to any group.

The meeting and study rooms may be used for the following purposes:

- Business meetings
- Club meetings
- Training
- Private parties or gatherings (North and South meeting rooms only)
- Individual or group study
- Individual or group work

The following activities are prohibited in the meeting and study rooms:

- Any commercial or for-profit event
- Regular business hours or client meetings
- Supervised visits or meetings with social workers

Reservation

Meeting rooms may be booked in advance by completing the meeting room request form on the library's website or in person at the reference desk. Meeting room reservations will not be made over the phone.

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Meeting rooms may be booked up to one year in advance. A group or individual may not book the meeting room more than 2 times in one month for the same purpose and on-going bookings will be allowed for not more than 6 consecutive months.

Each reservation must have a designated contact person who is at least 18 years of age. This person will be responsible for the room and any set-up and clean-up that must be done.

Study rooms may be booked up to one week in advance in person or by phone. Study rooms may also be used on a walk-in basis. Persons wishing to use a study room must check in at the reference desk before using the room. Study rooms will be booked for not more than 2 hours per event.

Huntington County Literacy Coalition tutors will take precedence over all other use of the study rooms. Tutors may book the study rooms up to 6 months in advance and may have unlimited on-going booking.

All reservations will be approved by assigned library staff. The Library Director reserves the right to deny or cancel any meeting room request at any time for any reason.

Guidelines

Library facilities may not be used for any meeting or event designed to financially benefit any individual or group either at the time of the meeting or at a future date. No donations may be solicited, except for non-profits at the discretion of the Director. No admission or other fees may be charged to attendees, except library or non-profit events at the discretion of the Director. No products or services may be advertised, solicited, or sold. Authors and artists may be allowed to sell materials as outlined in the Author and Artists Sales Policy.

Approved use of the library facilities does not in any way constitute an endorsement of the group's policies, beliefs or activities by the library. Any misrepresentation of this fact will result in the loss of facility use privileges for the offending group. Groups who publicly announce or advertise their meetings to the public must include the following disclaimer in their announcements or advertisements:

This event and its associated viewpoints are neither sponsored nor endorsed by the Huntington-City Township Public Library or its staff.

The meeting rooms are available only during normal library hours. Early entry for morning events in the North and South meeting rooms may be allowed up to one hour before the library opens at the discretion of the Library Director.

Meetings must be concluded at least 30 minutes before the library closes and the room must be vacated at least 10 minutes before the library closes.

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The designated contact person shall be held responsible for all activity in the room and the clean-up of the facility. All tables and chairs should be returned to their storage positions, trash placed in plastic bags and any spills wiped up.

The Library is not responsible for items left in the meeting rooms. The Library does not provide long term storage.

No furniture or equipment may be removed from or added to any meeting or study room without prior approval. Anything that is moved must be returned to its original place at the end of the meeting.

Nothing may be attached to the walls, doors or windows. Whiteboards or flipchart stands are available upon request.

The Library may provide audiovisual equipment to be used by the public. Any requests for audio-visual equipment must be made at the time of reservation. Staff assistance with the use of equipment may be available but is not guaranteed.

The group or individual using the meeting room facilities must agree to indemnify and hold Huntington City-Township Public Library harmless for any personal injury, lost or stolen articles, or damaged property owned by anyone using the meeting room facilities.

The use of alcohol, tobacco, illegal drugs, candles or other incendiary devices is prohibited in all areas of the library.

A normal noise level and appropriate conduct will be expected of groups utilizing the facility. Parents/guardians are responsible for providing supervision for children before, during, and after any events occurring in meeting room facilities. All individuals using the meeting or study rooms are required to comply with the Library's behavior policy.

Failure to comply with any of the terms of this policy or inappropriate use of the meeting or study rooms may result in the loss of meeting or study room use privileges for the individual or group involved.

Any of the terms or conditions of this policy may be modified or waived, in part or in whole, at the discretion of the Library Director, except those related to commercial activities.