

## TWINSBURG PUBLIC LIBRARY MEETING ROOM POLICY

**Library Meeting Rooms:** *The primary purpose of our meeting rooms is to provide facilities for Library related activities.* The needs of The Twinsburg Public Library, the Friends of the Twinsburg Public Library, and the Twinsburg Public Library Foundation will take precedence. **We reserve the right to cancel scheduled events or substitute rooms due to special Library programs.** Rooms are reserved on a first come basis only after the *Meeting Room Use Application* has been received. Private parties are not allowed.

### **Non-profit groups:**

- Community or non-profit groups engaged in educational, cultural, intellectual, governmental, or charitable activities may use the meeting rooms for free during our open hours, when no Library activities are scheduled. Donations payable to the Twinsburg Public Library are welcomed.
- Organizations charging a fee to attend may do so only when a fee is intended to cover meeting costs (hand-outs, food, etc.) Payment of such fees shall not be handled by Library staff.
- Applications for use of the meeting room(s) may be made up to three (3) months in advance with the following exceptions:
  1. Annual special events: Use of the room for single occasion events occurring annually may be made up to one (1) year in advance.
  2. Twinsburg area community groups who make regular, monthly use of the Library as their meeting place may make reservations for an entire year to facilitate their program schedule.
- In the event of a cancellation, the Library should be notified 48 hours or sooner prior to the scheduled date. Repeat last minute cancellations, or no shows could result in a refusal by the Library to schedule future meetings.
- Our meeting rooms will accommodate from 14 (Room 2 or 3) to 75 (rooms 1, 2 and 3 combined) people maximum. Depending upon room setup or configuration this total may be less.

### **For profit groups:**

- Business and commercial groups may schedule a meeting room for sales meetings, conferences, and training sessions for a fee. **The fee for a larger room or the Computer Classroom is \$20 per hour with a 1 hour minimum. Smaller rooms are \$15 per hour with a 1 hour minimum. Use of a combination of meeting rooms will incur an additional charge. Please see Meeting Room Use Application Form.**
- The room may not be used for the sale or promotion of business products or services, except in conjunction with a Library program.
- The non-refundable **fee payable only by check or money order** must accompany the completed application form.
- Program attendees may be required to park in specially designated areas.

### **All persons or groups using the meeting rooms must adhere to the following:**

- A group using a meeting room may rearrange furniture, but must then return the room to its original condition before the Library's closing time. This includes picking up trash and vacuuming.
- Food and beverage is permitted in meeting rooms, with the understanding that the visiting organization is to leave the room as clean as it was found. **The Library reserves the right to charge a fee for any needed repairs or cleaning.**
- Additional tables and chairs are stored in the front closet of Meeting Room 1 - any other equipment (i.e., overhead projector, screen, TV/VCR) must be arranged for in advance with the library, or provided by the organization.
- Time requested should allow for setup, use, and cleanup of any meeting room scheduled during normal Library hours.
- Decorating is not permitted. This includes using tape (of any kind), plastitack or thumbtacks.
- Cooking is not permitted (per City code), however activities may be catered. Meeting rooms are not wired to handle multiple combinations of electric roasters, large coffee pots, or hot plates. No open flames or candles.
- No alcohol or smoking is permitted on Library property at any time. [Beer and/or wine may only be served at library events and also those sponsored by either the Library Foundation or Friends of the Library as long as all legal and insurance standards have been met.]
- Children or youth groups must have at least one adult advisor present. Applications will only be accepted from an adult who will assume full responsibility.
- Animals are not permitted in the building, except those trained to aid persons with special needs or for Library sponsored programs.

**After hour fees:** Meeting room use outside normal hours will require an additional "after hours" fee of \$35 for each hour or portion of an hour that a room is used. A portion of the fee may be waived for non-profit groups with prior approval by the Library Director. Evidence of non-profit status may be required. The non-refundable fee must accompany the completed application form.

## TWINSBURG PUBLIC LIBRARY MEETING ROOM USE APPLICATION

**Please print clearly...**

Name of Group/Program: \_\_\_\_\_ Activity: \_\_\_\_\_

Responsible Person: \_\_\_\_\_ Non-Profit?  Yes  No

*(This person should arrive first to have the meeting room unlocked, setup the room for the meeting, and should be the last to leave making sure that the lights are off, equipment is returned, and everyone has safely left the area)*

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail \_\_\_\_\_

Address: \_\_\_\_\_

Date(s) of Meeting(s): \_\_\_\_\_

Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_ **ALLOW ENOUGH TIME FOR SET-UP AND CLEAN-UP**

Expected Number in Attendance: \_\_\_\_\_ Additional Services: \_\_\_\_\_

May the above information (including phone number) be given out to interested parties?  Yes  No

Room Assignment:

**Meeting Room 1**     **Meeting Room 2**     **Meeting Room 3**  
*(24/tables & chairs, \$20/HR) (14/tables & chairs, \$15/HR) (14/tables & chairs, \$15/HR)*

**Pricing is for profit groups only**

**Rooms 2 + 3 (28/tables & chairs, \$20/HR)**  
 **Rooms 1 + 2 + 3 (Max 75 /chairs only~54/tables & chairs, \$35/HR)**

**1 hour minimum**

**Room 4 (16/classroom tables, \$15/HR)**  
 **Computer Classroom (11 stations, \$20/HR)**  
 **Children's Story-hour Room 1 (\$15/HR)**  
 **Children's Story-hour Room 2 (\$15/HR)**

*Setup: Tables and chairs are provided in each room. Ask library staff for assistance if more is needed. Non-refundable Payment Check or money order payable to Twinsburg Public Library due at the time of application.*

**PLEASE... LEAVE THE ROOM AS YOU FOUND IT...RETURN FURNITURE AS INDICATED...**  
**...RETURN BORROWED EQUIPMENT TO LIBRARY STAFF...**  
**...USE SOFT VOICES WHILE IN THE LIBRARY...**

The following may be available for use in the Library Meeting Rooms. If you need to use any of the following equipment, please indicate with a check mark. All equipment is the property of The Twinsburg Public Library. It is the responsibility of the above named person or group to return equipment in working order. If damaged by misuse, a repair fee will be determined and billed accordingly.

Sound System	Wireless Internet	Overhead Projector	Slide Projector
Easel/Whiteboard	Dry-erase Markers	Video Projector	TV/VCR/DVD

*If you have any questions or concerns, the staff will do their best to help you. **If your plans change, please notify the Library at 330-425-4268 ext. 133 or e-mail [canclin@twinsburglibrary.org](mailto:canclin@twinsburglibrary.org)** The undersigned has read, agrees to and is responsible to abide by the Meeting Room Policy. Failure to adhere to the policy may result in forfeiture of future use.*

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Approved \_\_\_\_\_ Date: \_\_\_\_\_

*This original will be kept on file and a free copy will be provided to the person signing upon request. The meeting time will not be scheduled until this form is completed and signed.*

**FEE: \_\_\_\_\_ Amount received: \_\_\_\_\_ Date: \_\_\_\_\_**

**The Library does not advocate or endorse the viewpoints of any group or individual. Meeting room use shall not be publicized in such a way as to imply Library sponsorship.**

**Fax: 330-425-3622/E-Mail: [canclin@twinsburglibrary.org](mailto:canclin@twinsburglibrary.org) (include "Meeting Room" in subject area)**