

## MEETING /CONFERENCE ROOMS

Policy last updated: March 6, 2017

The primary purpose of the meeting rooms on the first floor of the Library is to provide a space for Library and Library-related activities. Needs of the Library for use of the meeting rooms take precedence over use by outside groups. The Library reserves the right to cancel or reschedule any meeting.

The following rules of use apply:

- Westerville Public Library Meeting Rooms may be used by both non-profit and for-profit Organizations free of charge.
- The use of meeting rooms for financial gain is prohibited. This includes marketing or selling goods or services, fundraising, or accepting donations.
- Entrance fees/admission charges are acceptable only to cover the cost of the program (speaker fees, meals, handouts, etc.) Imposing entrance fees/admission fees other than to cover program overhead is strictly prohibited.
- Meeting rooms must be reserved in advance, either in person, by telephone or through our online reservation software.
- Meeting room reservations are not transferable from one group to another.
- Private parties are prohibited. (Examples of reservation requests that WILL NOT be approved include: birthday parties, anniversary parties, baby showers, etc. Examples of reservation requests that WILL be approved include: meetings for Boy Scout troops, condo associations, homeschoolers, PTAs, etc. Memorials that are a religious service will also be approved.)
- If a scheduled meeting is cancelled, the library should be advised at least twenty-four (24) hours in advance.
- Food and drink are permitted in the meeting rooms. Alcoholic beverages and smoking are prohibited in the Westerville Public Library.

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- The name, address or telephone number of the Westerville Public Library may not be used as the contact person, nor shall the use of the meeting room be publicized in such a way as to imply the Westerville Public Library sponsorship of the group's activities unless the activity is being co-sponsored by the Westerville Public Library.
- No decorations, posters or any other materials may be installed or displayed inside or outside the meeting rooms without prior Westerville Public Library approval.
- No Westerville Public Library equipment should be removed from the meeting room area without Library approval.

The group using the meeting space shall:

- Have at least one person in attendance who is at least eighteen (18) years of age and who will be responsible for the group and use of the meeting space.
- Be financially responsible for any damage to Westerville Public Library property, buildings, furnishings and/or equipment, and assume responsibility for all loss, damage or injury arising from use of meeting room space.
- Covenant and indemnify themselves for any claim, suit judgment, cost expense or responsibility of any kind whatsoever resulting from use of property; premises or facilities of the Westerville Public Library.

For cause, the Westerville Public Library Executive Director may waive any meeting room regulation and may deny or cancel any application for reservation of meeting room space.

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