

## Branch Meeting Room Policy Guidelines

1. All scheduled events must be open to the public.
2. The "Meeting Facilities Reservation Form" must be filled out before a group can meet in a library meeting room. The person requesting use of a meeting room will be held responsible for the order and conduct of the group and for any loss or damage to library property.
3. Each library branch may develop rules and regulations for the use of the meeting rooms based on its experience with the use of the space by groups in its community. These rules will determine the frequency of use and number of advance bookings that may be made by an individual group; consequently rules and regulations may vary among agencies.
4. Non-library groups are not permitted to do fund-raising, sell goods, commercial services or future commercial services, charge admission or ask for a donation to programs held on library premises. Materials related to a program may be made available for purchase on a case-by-case basis with prior approval of the agency manager.
5. Each group is responsible for its own meeting publicity, which must not include the Library's information as a contact. Publicity must state that the meeting is not sponsored by the Toledo-Lucas County Public Library.
6. Library audiovisual equipment is available only upon prior reservations, and to groups that have an experienced operator and that make arrangements in advance for training if the library staff can accommodate such instruction. Equipment may vary by location.
7. Groups wishing to serve light refreshment may do so. Be prepared to supply your own equipment and utensils. **Please note that groups using the library meeting rooms are responsible for clean up.** Alcoholic beverages are not permitted on library premises.
8. The group using the room may be responsible for setting up tables and chairs.
9. Young children accompanying adult users of the meeting room shall not be left unattended in the library. Minors are not permitted to use meeting rooms without adult supervision.
10. Meeting facilities are available only during the hours the agency is open to the public. All meeting areas must be vacated no later than 15 minutes prior to the agency's closing time. Cancellations should be made 24 hours in advance.
11. The library is not responsible for equipment, supplies, or any other materials owned by a group and used in the library. Each group is responsible for the set up and running of its equipment.
12. The library will approve and schedule only those meetings that will not disturb other library activities. The library reserves the right to withdraw permission for meeting room/auditorium use when conditions warrant such action and to stop meetings that interfere with the normal operation of the library.
13. The applicant agrees to protect, defend, indemnify and hold the library, its officers, employees and agents, free and harmless from and against any and all losses, penalties, damages, settlements, costs or liabilities of every kind and character arising out of or in connection with any acts or omission of the applicant, negligent or otherwise, and its employees, officers, agents, guests or independent contractors. The applicant agrees to pay all damages, costs and expenses of the library in defending any action arising out of the aforementioned acts or omissions.
14. Failure to comply with these guidelines may result in the loss of future meeting room use. Concerns or questions about these guidelines should be referred to the Agency Manager or Manager of Extension Services.

Adopted by the Board of Trustees October 25, 2007

Contact the branch directly to schedule a meeting room. Staff can provide capacity information and a [reservation form](#). Your form can be faxed directly to a branch. [Click here for locations](#).

**Reservations are not complete until you receive a response from the branch staff.**