



## **Meeting Space Policy**

Board approval: 9/2011; 3/2012; 5/2013; 10/2015;  
6/2022

### **Meeting Space Availability**

Monday – Thursday: 9:30am to 7:30pm

Friday & Saturday: 9:30am to 5:30pm

Sunday: 1:30pm – 4:30pm

### **Reserving & Using the Rooms**

As a community service, the Granville Public Library makes meeting spaces available to the public when the rooms are not being used for their primary purpose: library-related activities.

Community groups whose purposes are non-profit, civic, cultural, or educational are encouraged to use library meeting rooms for group meetings and programs. All meetings held in the library are open to the public. Reservable meeting spaces are available free of charge during the hours listed above, and all groups must adhere to the library's *Patron Code of Conduct* policy. Please see the library's website for a list of our closed holidays.

Meeting rooms may not be used for commercial or private purposes. This includes social activities, private parties, promoting a product or service, advertising a business interest, or political campaign meetings. No admission fee, attendance charge, or donation may be collected by any non-library group using the rooms. The organizer of the meeting or program is responsible for the orderly conduct of the group, and in the event of any damage to library property and/or equipment, that individual will be liable.

Reservations for meeting rooms may be booked no more than three (3) months in advance. The organizer or representative of the group will be required to submit a *Meeting Space Request Form* prior to the meeting date. Meeting rooms are not reserved until a completed form is received. Reservation requests are approved by the library director or a designated staff member upon review of the signed *Meeting Space Request Form*, and a copy of this agreement

will be kept on file at the library. A group requesting a room more than once for the same purpose only needs to complete the form annually.

## **Meeting Room Guidelines**

- The organizer of the meeting or program must be an adult eighteen (18) years or older and be present at the meeting.
- The number of meeting attendees cannot exceed the maximum occupancy for the room.
- Meeting rooms may not be used to promote, advertise, or lead to the sale of a product or service.
- Groups are responsible for arranging the chairs, tables, and other furniture to meet their own needs. The room must be returned to its original configuration at the conclusion of the group's use.
- Technology needs or special requests must be arranged in advance on the *Meeting Space Request Form*.
- No decorations, posters, signs, or any other materials may be installed or displayed in the meeting room or library.
- The use of the meeting room by a non-library group shall not be publicized in such a way as to imply library sponsorship of the group's activities.
- Groups using the rooms shall allow enough time for clean-up after the meeting or event to ensure that the group is out of the space by the end of the reservation period.
- Meeting rooms may not be used for any illegal activity or activity that is prohibited by library policy. Open flame, use of chemicals, and any other activity deemed dangerous by the library is prohibited.
- Failure to abide by the *Meeting Space Policy* and the *Patron Code of Conduct* may result in denying the group further use of meeting room space.

## **Disclaimer**

The library makes no endorsement, expressed or implied, of any non-library event or activity held in the meeting spaces. The library's address is to be used only as the location of the meeting, not as the mailing address or administrative location for the organization using the space. The library's phone number may not be given out as a means of providing information for the meeting or the organization.

The library reserves the right to deny or rescind permission to use a meeting room if an individual or organization has not filed a signed *Meeting Space Request Form* or has previously violated the meeting space policy.

The board and the library staff do not assume any liability for groups or individuals attending any meeting or program in the library.