

BROWN COUNTY PUBLIC LIBRARY
Meeting Room Guidelines

Meeting rooms are available at all facilities of the Brown County Public Library, and the BCPL welcomes the use of its meeting rooms within the following guidelines. First priority in the use of the rooms will always be given to programs that are sponsored, co-sponsored, or held in cooperation with the library.

1. Individuals submitting requests for use of the meeting room must be at least 18 years of age, and must present current identification. Notice of cancellation is requested as soon as circumstances are known, but no later than 24 hours prior to the reservation.
2. The person requesting use of a meeting room is responsible for the orderly conduct of the group. Programs are not to disturb library patrons, and children must be under adult supervision at all times. Damage or loss to the library resulting from the meeting is the responsibility of the person requesting use of the room.
3. Meeting rooms are available during library hours, or after hours, if the meeting is begun during hours of operation. If the Library must close due to emergency situations or inclement weather, all meetings scheduled during the closure will be cancelled. Meetings cannot be held on days that the library is closed.
4. Except as a designation of location, the name and contact information of the Library may not be used in any publicity for a meeting.
5. Promotion and sale of items or services is not allowed in library meeting rooms, except by and for the Library and its support groups. Attempting to raise funds for any other purpose during a meeting is not permissible.
6. No gambling, games of chance, bingo, or wagering may be part of any program, meeting, or event.
7. Any action or event organized by a campaign committee or group designed specifically to promote/oppose a candidate or ballot issue is not permitted. Meetings at which candidates will discuss current election issues are permitted, provided the event is hosted by a non-partisan, non-profit organization (i.e. League of Women Voters) and all candidates for the same office have been invited. Meetings held by a campaign committee or political party/group to plan a campaign or political activity are permissible. Also permissible are meetings held by elected officials to gather input or communicate with his/her constituents.

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8. Refreshments may be brought into Library meetings rooms. Red or other stain-prone food or drink is discouraged. The group serving food is responsible for any clean up following the meeting. Alcoholic beverages may not be brought into, served, or consumed on the Library's premises. Tobacco used may only be used on Library property in compliance with Ohio law. In addition, candles or open flames may not be used in any meeting rooms. The library does not provide supplies for outside groups.
9. Tables, chairs, and a sink are available in all meeting rooms. Set-up and take-down of the room is the responsibility of the user, and clean-up is required. Cleaning fees or loss of privileges may be assessed for failure to properly care for the room.
10. Storage of personal property, equipment and/or supplies is not permitted in the Library.
11. Accidents must be reported to the staff member in charge who will report the incident in accordance with Library procedure.
12. The applicant accepts the Library's terms and conditions for the use of the meeting room, and takes responsibility for loss or damages to the room and its contents.

Endorsement and Indemnification

The Brown County Public Library does not advocate or endorse the viewpoints of any group or individuals using the meeting room. Meeting room use may be denied to anyone falsifying a meeting room application or failing to comply with this policy.

Groups or individuals using meeting rooms shall indemnify, defend, and hold harmless the Library, its trustees, officers, agents, and employees from and against any and all losses (including personal injury and property), damages, claims, costs, suits, actions of any kind, which may arise, result, or accrue from any act, omission or error of the group/individual, or its officers, agents, employees, representatives or guests.

The undersigned affirms that s/he has received, read, understands, and agrees to abide by meeting room guidelines as set forth in The Brown County Public Library Meeting Room Policy.

SIGNATURE _____ **DATE:** _____