

FINDLAY - HANCOCK COUNTY
PUBLIC LIBRARY

FINDLAY-HANCOCK COUNTY PUBLIC LIBRARY
MEETING ROOM POLICY

The Meeting Rooms of the Findlay-Hancock County Public Library are available to groups whose primary purpose is non-profit, civic, cultural, educational, political, religious, or other community-oriented focus, when the rooms are not being used for library related activities. Community meetings shall be open to the public. Meeting rooms are not available for the promotion or sales of services or products, fundraising, conducting classes for profit, promoting individual candidates, or private social functions (birthday parties, baby showers, family reunions, graduation party, memorial services, etc.). Organizations using the meeting rooms may not charge an admission or registration fee and donations may not be solicited. Decisions on meeting room usage are subject to review by the Director and the Board of Trustees.

Reservations

Meeting Room space may be reserved by contacting the Administration Office at 419-434-1480. Applicants must be 18 years or older. Reservations may be made up to three months in advance. The Findlay-Hancock County Public Library cannot guarantee room availability for regularly scheduled monthly meetings. Meetings may not begin prior to library opening time and must conclude by 15 minutes before the posted library closing time.

Room Capacity and Amenities

The Meeting Rooms are located in the library’s lower level and are accessible by elevator.

Room	Capacity	Amenities
Lindamood Room	66 people with tables and chairs	Kitchenette, Presentation equipment, restroom access
Blanchard Room	27 people with tables and chairs	Presentation equipment, restroom access
Younger Room	25 people with tables and chairs	Presentation equipment

Refreshments

Only light refreshments or boxed lunches may be served. No alcoholic beverages are allowed. Meeting spaces must be cleaned of crumbs, paper and other forms of waste.

Commercial Activity Prohibited

Meetings of groups planned as commercial endeavors or for profit are prohibited. The Findlay Hancock County Public Library has a non-solicitation policy. Meetings that promote, advertise, or lead (directly or indirectly) to sale of products or services are not permitted. They may not be used, for example, as “sample” meetings designed to exhibit goods for immediate or later purchase or for the sale of services to be provided immediately or at a later time. Use of a meeting room by for-profit organizations may be allowed, if the meeting is for an educational purpose for staff of the for-profit organization.

Publicity

Use of a Meeting Room by a non-library group is not to be publicized in such a way to imply library sponsorship of the group's activities. The library's logo may not be used. The library does not advocate or endorse the viewpoints of any group or individual.

Rules and Liability

Each group is responsible for its own setup, takedown, cleanup and any damage to library property. No storage space will be provided. Each group must follow the Findlay-Hancock County Public Library Code of Conduct. Groups may not disrupt the library atmosphere. The Findlay Hancock County Public Library is not liable for injuries to people or damage to or loss of property of any organization using a meeting room.