

# 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 or educational, when the rooms are not being used for library-related activities. Meetings of a social nature such as birthday parties or showers are not permitted. Meetings may not lead directly or indirectly to sale of products or services. 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 419-422-1712. Applicants must be 18 years or older. Reservations may be made up to three months in advance for nonprofit groups, civic groups, educational groups and government agencies. The Findlay-Hancock County Public Library cannot guarantee room availability for regularly scheduled monthly meetings.

### **Fees**

Nonprofit groups, civic groups, educational groups, and government agencies, will not be charged a fee for using the meeting rooms. Other groups may be charged a \$10.00 room usage fee. Payments for meetings should be made in advance. Cancellation notice must be given 24 hours in advance in order to qualify for a refund (except in the case of inclement weather or other emergency situation.) Organizations using the meeting rooms may not charge an admission fee.

### **Hours**

Meetings may not begin prior to library opening time and must conclude by 15 minutes before the posted library closing time. Library hours are M-TH 9:30-8:30 F-S 9:30-5 SU 1-5

### **Room Descriptions**

The Lindamood and Blanchard Meeting Rooms are located in the library's lower level and are accessible by elevator. The Lindamood Room has a capacity of 60-75 persons. The Blanchard Room has a capacity of 20-25 persons. Room capacities are reduced by approximately one half if tables are required.

### **Amenities**

Lindamood Room only--Computer, Smart Board, kitchenette.

Lindamood and Blanchard Rooms--Tables, chairs, digital projector, Wi-Fi, overhead projector, white board, and podium. Restrooms are adjacent to the meeting rooms. Audiovisual equipment must be reserved in advance.

### **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.

### **Parking**

Ample parking is available in front of the library on Broadway (two-hour limit), in the library lot at the corner of W. Front and S. Cory Streets or in the library parking garage accessible at the rear of the library from S. Cory St.

### **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.

### **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 name, address, or phone number are not to be used as the official address or headquarters of such organization. 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. Tape should not be used on the ceiling. Each group must follow the Findlay-Hancock County Public Library Code of Conduct. Groups may not disrupt the library atmosphere. The library is a smoke-free building. 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.