

**Request for Use of Meeting Room**  
**Clermont County Public Library**  
**Administrative Offices, 5920 Buckwheat Road, Milford, Ohio 45150; (513) 732-2736**

**Meeting Room Policy**

The Clermont County Public Library, as an institution of education and democracy, welcomes the use of its meeting rooms. Library meeting rooms are available on equal terms to all individuals or groups “hereinafter referred to as (user)” within the community. No admission, attendance charge, or donation may be assessed to the individuals attending an event, meeting, or program. Library meeting rooms are available for a non-refundable charge of \$10.00 per day, per use, payable at the time the meeting room is reserved. Any additional donations to the library are gratefully accepted. First priority in the use of library meeting rooms will always be given to library. All scheduling will be done on a first-come, first-served basis. When the meeting rooms are not scheduled for library functions, the meeting rooms at all Clermont County Public Libraries are available for use.

The user of the library meeting rooms agrees to abide by the rules and regulations established by the library. A representative of each group is expected to read this policy and rules in advance and is required to sign a Request for Use of Meeting Room form, each time, before using the meeting room. The form assigns responsibility for damages or loss to the room, furnishings and/or equipment to the user sponsoring the event, meeting, or program.

Meeting rooms are only available during regular library services hours. Reservations for the meeting rooms will be accepted only up to 3 months in advance of the meeting date. The library is unable to guarantee availability for regularly scheduled meetings. The library reserves the right to change meeting room locations or dates if the Executive Director or Board of Trustees determines the meeting room is needed for library purposes.

The person signing the Request for Use of Meeting Room application must be at least 18 years of age. A reservation for a group of people who are under age 18 years must be made by a supervising adult, and the group must remain under adequate adult supervision at all times. Meeting room use may be denied to anyone falsifying a meeting room application. The library will approve and schedule only those meetings which will not disturb other library activities or patrons. The user requesting use of a meeting room will be held responsible for the orderly conduct of the group and for any loss or damage to library property, or injury to individuals. In addition, children must not be left unattended in the library while parents or legal guardians attend events, meetings, or programs.

The user of the library meeting rooms agrees to comply with the Meeting Room Policy, the Meeting Room Rules, and the Clermont County Public Library Standards of Library Public Behavior. Meeting room use may be denied to anyone failing to comply with the policy, rules, or standards. The library is not responsible for injuries, accidents, or acts of negligence that may occur on library premises. The library reserves the right to withdraw permission for meeting room use when conditions so warrant, and to stop meetings which interfere with the normal and safe operation of the library. Reinstatement of meeting room privileges can only be granted by action of the Clermont County Public Library Board of Trustees.

Except as a designation of location, the name and contact information of the library may not be used in any publicity for the meeting. Use of the meeting room does not mean the library endorses the purposes and policies of the user using its meeting rooms. The user will not imply that the library is a sponsor of the meeting in publicity or during the meeting.

Approved as amended by the Clermont County Public Library Board of Trustees: August 8, 2011.

Approved as amended by the Clermont County Public Library Board of Trustees: April 16, 2012.

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**Meeting Room Use Rules**

1. Library use of the meeting rooms takes precedence over all other uses. The library reserves the right to change meeting rooms or cancel use of meeting rooms by an outside individual, group or organization if the Director or Board of Trustees determines the space is needed for library purposes. If the Library must close due to emergency situations or inclement weather, all meetings scheduled during the closure will be cancelled. Closures are announced on the Library's Facebook page and website. The user may reschedule a cancelled meeting, based on room availability and within a reasonable time frame.
2. The library provides meeting rooms for the public to use as long as the gathering does not disturb other library activities or patrons. Users of the room are subject to, and must comply with, the Standards of Library Behavior policy.
3. Meeting room use may be denied to anyone failing to comply with the policy, rules, or Standards of Library Behavior. The Library reserves the right to withdraw permission for meeting room use when conditions so warrant and to stop meetings which interfere with or are disruptive to the normal operations of the Library.
4. Requests must be submitted at least 24 hours in advance for approval and confirmation.
5. The library requests at least 24-hour notification in the event of a meeting cancellation.
6. Meeting rooms are available only during public service hours and must be vacated 15 minutes before closing. A representative from the group must sign in prior to occupying the room. The meeting rooms cannot be occupied prior to or after the specified time without prior approval.
7. Except as a designation of location, the name and contact information of the library may not be used in any publicity for the meeting. Use of the meeting room does not mean the library endorses the purposes and policies of the user utilizing its meeting rooms. The user will not imply that the library is a sponsor of the meeting in publicity or during the meeting.
8. The user is required to both set up and return the room to its original condition unless told otherwise. Library staff are not responsible for setting up or assisting with set up or break down of the room.
9. The user is responsible for any clean up following the meeting. If professional cleaning is required, charges will be passed on to the responsible user.
10. Tables, chairs and audio/visual technology may be available for use with advance notice, or the user may arrange to bring their own equipment and/or supplies. The user should be aware that meeting room technology may not be compatible with their personal devices and should inquire in advance what technology is available for use. The library is not responsible for equipment, supplies, or any other materials owned by the user.
11. The user cannot attach to or hang items on meeting room walls or ceilings. Scotch tape, tacks, and other fasteners may not be used on library walls or equipment. If the room or equipment is damaged, the repair or replacement cost will be paid by the responsible user.
12. Alcoholic beverages or drugs of any type may not be brought into, served, or consumed on the library's premises. Smoking on library premises is not permitted.
13. Candles, open fire (Sterno, etc.) and/or cooking, other than use of the microwave (if available), are not permitted in the meeting rooms.
14. Light refreshments may be brought into library meeting rooms.
15. The library cannot store equipment and/or supplies, personal or otherwise, for any non-library meeting room function. If the user has reserved the room for consecutive days, all materials and items brought into the room by the user must be removed at the end of each day.
16. Library staff are not permitted to receive materials sent by or to people using the meeting room. In addition, library staff are not permitted to take telephone messages for guests attending meetings.

## Meeting Room Use Rules, Page 2

17. Damage and/or accidents must be reported to the staff member in charge who will report the incident according to library procedures.
18. Staff only areas are considered off limits to all meeting room guests.
19. Users of the meeting rooms are permitted to post signs on library bulletin boards or distribute materials within the meeting rooms only during the meeting. Distribution or posting of signage or materials in the main area, sidewalk, marquees, or parking lot of the library is not permitted.
20. Meeting room capacities as listed on the Request for Use of Meeting Room form must not be exceeded.
21. Concealed weapons or any other dangerous ordnance of any kind are not permitted anywhere in the library unless the owner of the weapon or other dangerous ordnance is a law enforcement officer.
22. By requesting to use a library meeting room, the user of the meeting room acknowledges their willingness to be addressed at some time during its meeting by a library staff member.
23. For safety reasons, the user can not remove, cover or otherwise conceal any of the required safety items in the room such as emergency exits, max occupancy sign, fire alarm pulls, etc. The user cannot materially alter the room such that it hinders the safety features, such as covering sprinklers, removing fire extinguishers, covering emergency signals for hearing impaired persons, or putting up materials that deaden sound so that fire alarms aren't heard, etc.
24. 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, damages, claims, costs, suits, actions of any kind, arising and resulting and accruing from any act, omission or error of the such group or individual and any users, employees, agents, representatives, guests, invitees, resulting in or relating to personal injuries or property damage arising from the group's or individual's use of the Library.

\_\_\_\_\_ User Initials

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**Request for Use of Meeting Room Form**

Please check availability of meeting room space with appropriate branch before submitting this form. Payment is required to finalize the reservation. Payment may be submitted at the branch or the administrative offices.

By requesting to use the meeting room and submitting the Request for Meeting Room Use form, I acknowledge that I have read, understand, and agree to the terms of the Meeting Room Policy as approved by the Clermont County Public Library Board of Trustees April 16, 2012, and agree to abide by the Meeting Room Rules.

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, damages, claims, costs, suits, actions of any kind, arising and resulting and accruing from any act, omission or error of the such group or individual and any users, employees, agents, representatives, guests, invitees, resulting in or relating to personal injuries or property damage arising from the group's or individual's use of the Library.

**The branch library meeting rooms are available the following times:**

- Monday and Tuesday from 12 noon to 7:45 p.m.
- Wednesday and Thursday from 10 a.m. to 5:45 p.m.
- Friday and Saturday from 9 a.m. to 4:45 p.m.

Name of applicant/organization: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Branch meeting room requested: (Please circle one)

- |              |            |                                      |
|--------------|------------|--------------------------------------|
| Amelia       | Batavia    | Bethel                               |
| Felicity     | Goshen     | Miami Township (Room A and/or B)     |
| New Richmond | Owensville | Union Township (Large or Small room) |
| Williamsburg |            |                                      |

**Request for Use of Meeting Room Form, Page 2**

Meeting date(s): \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Anticipated attendance: \_\_\_\_\_

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

**Staff Use Only**

Fee paid: \_\_\_\_\_ Staff initials: \_\_\_\_\_

Invoice #: \_\_\_\_\_ Cash or check: \_\_\_\_\_

**Meeting Room Sizes and Capabilities**

<b>Branch</b>	<b>Square feet</b>	<b>Standing or chairs only</b>	<b>Tables &amp; chairs</b>
Amelia	1,107	158 people	79 people
Batavia	414	59 people	29 people
Bethel	380	110 people	27 people
Felicity	616	88 people	44 people
Goshen	1,092	156 people	78 people
Miami Township A & B	2,550	235 people	171 people
Miami Township A	1,191	100 people	80 people
Miami Township B	1,359	135 people	91 people
New Richmond	775	110 people	55 people
Owensville	552	78 people	40 people
Union Township, Large room	1,295	209 people	93 people
Union Township, Small room	1,295	48 people	93 people
Williamsburg	726	103 people	51 people

Union Township's small room near the children's area allows a maximum of 48 people.

\*Based on 2000 building codes. Local jurisdiction may alter actual numbers.