



## MEETING ROOM APPLICATION

Date requested: \_\_\_\_\_ Day of week: \_\_\_\_\_ Time frame: \_\_\_\_\_

Organization: \_\_\_\_\_

Person applying: \_\_\_\_\_ Position in Group: \_\_\_\_\_

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

Phone Number: Business \_\_\_\_\_ Home \_\_\_\_\_

Brief description of the type of meeting or activity the room will be used for:

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Expected attendance: \_\_\_\_\_

Will refreshments be served? Yes No (Group is responsible for clean-up)

**\*Please understand meeting rooms are limited in size. Check at each HCDL location for occupancy limits. Any special equipment (projectors, laptops, DVD players, etc.) needs to be provided by the applicant. HCDL is not responsible for any equipment, supplies, materials, clothing, or other items transported to or left on library property by any group or individual attending the meeting.**

**\*The applicant agrees to return the library facilities to a clean and orderly manner at the end of the meeting and to pay the cost of repair or replacement of any damage to the facilities or loss of materials.**

**\*No admission fees may be charged for meeting room use and the sale or marketing of goods is prohibited.**

**\*Children are always welcome, but library staff cannot supervise them. The group must leave the building 30 minutes prior to closing time unless specific arrangements have been made beforehand.**

**\*Applicant agrees to follow all meeting room guidelines attached to this application.**

DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

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LIBRARY USE ONLY

APPROVED: \_\_\_\_\_

Date

\_\_\_\_\_  
Highland County District Library Management

## MEETING ROOMS GUIDELINES

The use of the Highland County District Library for meetings is granted to residents, community groups, and organizations whose aims are cultural, educational, informational, and/or for civic betterment, and is open without restriction based on race, sex, nationality, disability, or religious creed. Meeting rooms shall be available to all persons and groups for any purpose consistent with the laws of the State of Ohio, city ordinances, and policies of the Highland County District Library and as long as they do not interfere with Library programs. Library programs take priority. The Library Board shall reserve the right to refuse scheduled meetings or to change or cancel reservations. If changes or cancellations are necessary, the Library will provide the affected group with as much notice as possible.

- The person signing the application for permission to hold a meeting in the Library shall be held responsible for conforming with the conditions set forth in this policy. Non-scheduled use is at the discretion of the Library director, or a designee.
- Permission to use a library meeting room does not constitute endorsement of the group's policies or beliefs by the Library staff or Board and no claim to the contrary may be used, explicitly or implicitly, in advertising. The Library neither approves or disapproves of content, ideas, or subject matter presented in event spaces and does not accept responsibility for ensuring accuracy or that all points of view are represented.
- Use of Library meeting rooms indicates acceptance of the policies approved by the Library's Board of Trustees. Any activities that are inconsistent with these policies will be denied or terminated.
- No admission fees may be charged for meetings in the Library. The sale or marketing of goods and any gaming (gambling, bingo, casinos, etc.) are prohibited.
- Social events (birthdays, parties, anniversaries, showers, ceremonies, play groups, etc.) and political events are not permitted.
- Nothing may be affixed to walls, flooring, woodwork, ceilings, or furniture. All decorations must have prior approval from library administration.
- All open flames including lit candles, pyrotechnics, cooking, and smoking are not permitted.
- Prohibited materials in library meeting rooms include: confetti, rice, bird seed, smoke/fog machines, silly string, fireworks, strong aromatic items, and glitter.
- All groups will agree to hold the Library harmless from any loss, damage, liability, injury, costs and/or expense resulting from use of Library meeting rooms.
- Smoking, tobacco or drug use of any kind, and serving of alcoholic beverages of any kind is prohibited in the Library and the meeting room. Light refreshments such as coffee and cookies may be served, if approved in advance by library administration.
- The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the library, transported to the library, or left on library property by any group or individual attending the meeting.
- The scheduled group is responsible for setting up tables, chairs, furniture, and/or library and non-library equipment prior to the meeting and for returning all library property to the designated location upon the termination of the meeting and before the Library closes. The room must be left in a clean and orderly condition – future use will be denied if this is not observed. The person signing the application for permission to hold the meeting will be billed for any necessary repairs or cleaning in the event of damage to Library property including the meeting room itself and contents such as carpets, walls, furnishings, etc.
- A meeting may not be held beyond hours for which the Library is scheduled to be open for that day and must end 30 minutes before closing. Exceptions can be made if approved in advance by Library Management.
- Failure to comply with this policy may result in denial of future use of the Library meeting rooms, financial liability for damages, and/or immediate removal from the library meeting room.