

Geauga County Public Library  
Operating Policy Manual

SECTION: MEETING ROOMS – USE BY THE PUBLIC  
NUMBER: 556  
EFFECTIVE DATE: May 20, 2014  
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The primary purpose of meeting rooms is for library activities, including programs presented by library staff or by a Friends of the Library group and other organizations affiliated with the Library. When a meeting room is not being used for a Library activity, then it may be used by the public.

Meeting rooms are available to the public for civic, cultural or educational programs or meetings. Meetings and programs must be open to the public and free of charge. Meeting rooms are also available to persons volunteering as tutors as part of a non-profit program.

The Library does not advocate or endorse the viewpoints of any group or individual. Meeting room use shall not be publicized in such a way as to imply Library sponsorship. Meeting rooms are available only when the library is open. Meeting room use, including clean up, must end 15 minutes before the library's closing time. A group using a meeting room may rearrange furniture, but must then return the room to its original condition. The Library staff does not set up or take down chairs or tables. Refreshments may be served, but not alcoholic beverages. Waste should be placed in the proper receptacles and utensils cleaned and put away. Smoking is prohibited. The Library reserves the right to charge a fee for any needed repairs or cleaning.

Reservations for regularly-scheduled meetings will be accepted up to three months in advance. One-time programs may be scheduled up to one year in advance. The Library Board of Trustees reserves the right to limit the frequency of use of its meeting rooms; to cancel reservations and to review any or all applications before granting approval.

Meeting room programs must not interfere with library operations. The Library is not liable for injuries to people or damage to property, individuals or organizations using the meeting rooms.

Fund raising events are not permitted. Meeting rooms are not available for for-profit programs or organizations. Meetings that promote, advertise, or lead (directly or indirectly) to sale of products or services are not permitted.

Organizations presenting programs or conducting business meetings may wish to limit public comments during all or part of their meetings or programs. Any such limitations should be announced at the beginning of the meeting and should in no way interfere with the public's ability to attend, observe or listen to the program.

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Educational courses conducted by non-profit agencies may charge fees for learning materials or course credits, but the program must be open for observation to members of the public who don't pay fees. Building managers may make exceptions to this rule under unusual circumstances.

Meeting rooms are not available for private parties (birthday, showers, holiday parties to name some examples).

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