

Guidelines for using the Geauga County Public Library Meeting and Training Rooms

Revised June 2015

1. The meeting, training and conference rooms are available to any Geauga County Government Department during the hours of 7:30 AM to 5:00 PM, Monday through Friday.
2. All visitors to the Geauga County Public Library Administrative Center building must sign in at the sign in table directly down the hall from the lobby. This is a safety requirement. The Library staff will be happy to direct visitors to the meeting rooms. However, library staff are not available to serve as greeters for groups nor may they be expected to provide special instructions to visiting groups. Directional signage will be provided to direct participants to the meeting space.
3. Cell phones may be used in the hallway. However, please use them near the meeting room end of the hallway and not in the lobby. They may also be used outside.
4. Breaks may be taken in the hallway and outside. However, please keep the noise level down and the lobby clear so that library staff may greet and help other building visitors and conduct their work.
5. Groups are expected to bring their own supplies (i.e. coffee, cream, cups, beverages, paper, pencil, etc.) Likewise, groups need to bring their own coolers to keep beverages cold or to hold ice. A refrigerator is not available. A coffee pot and equipment to make hot water are available in the meeting room but not in the training or small conference room.
5. The Staff Lounge is off limits to building visitors, as is the staff refrigerator.
6. Unless arrangements are made when booking the meeting/training rooms, groups may not expect to have access to public computers, printers, or copiers.
7. As with any public building, Ohio's smoking law is in effect which means that there is no smoking in the building or within 25 feet of building entrances.
8. Carpooling is recommended for groups of 35 or more. Please, no parking in front of dumpsters or garage doors.
9. Restrooms are available. There are six single-user restrooms between the lobby and the hallway. Only the lobby restrooms are specifically designated as men's or women's restrooms. The others are unisex. The Lobby restrooms have comfort height/ADA toilets.
10. CANCELLATIONS: Please notify the Director's Office for cancellations – you must give at least 24 hours' notice in the event that your group will not use the requested space. This enables us to accommodate the many groups wishing to use the rooms for their training sessions and meetings.

For further assistance, please contact Cara Coe in the Director's Office at 286-6811 ext. 103, or cara.coe@geaugalibrary.info