

Logan County Public Library

Meeting Room Policy

The Logan County Public Library (hereafter known as “the Library”) meeting spaces in two of its locations. The primary purpose of these rooms are for library activities and events. When not in use by the library or affiliated organizations, the space will be available for public use (as defined in the terms below). The Library makes these rooms available on equal terms to all groups and organizations, regardless of opinion and affiliation. The Library is not to be considered the sponsor, the host, endorser, or in any other way associated with any organization using the meeting or program rooms. By making these rooms available as a public forum, the Library does not sponsor or endorse the views of any group using the room.

Terms & Guidelines

Restrictions on Use

1. Meetings of a purely social nature (birthday parties, showers, etc.) are prohibited.
2. No admission fees will be charged. No products or services may be advertised, solicited, or sold on library premises, including the meeting and program rooms.
3. Fundraising events are not allowed, unless sponsored by the Library, Friends of the Library, or other organizations affiliated with the Library.

Logistics

4. Groups or organizations must submit a completed Room Reservation Request Form online to the library at least three days before the date of the event. Room Reservation Request Forms will be accepted no more than three months prior to the date of the event. No reservation is complete until the form has been submitted and approved. Approval notification will be made via email.
5. The Library reserves the right to cancel confirmed reservations to accommodate Logan County Public Library-sponsored activities. Library staff will notify meeting or program room users in the event of cancellation, with no less than 48 hours’ notice.
6. If a group cancels a scheduled meeting, the applicant should contact the Director to cancel the meeting as soon as possible.
7. Permission to use the rooms includes ordinary use of the furniture and fixtures, including chairs, tables, TV, data and electrical lines, and podium. All other items must be provided by the group reserving the room.
8. All meetings must be completed within fifteen (15) minutes before the library closes unless prior approval is given by the Director.

Code of Conduct

9. Use of the premises may be terminated at any time if the conduct of the group, or any member of the group, is disruptive to library service, abusive or dangerous to the building, Library property, or individuals in the Library or on library premises.
10. Library staff and representatives may enter any of the premises at any time and on any occasion for legitimate business reasons. The Library reserves the right to take photographs of events for its own records and for future promotional materials. Meeting spaces may also be observed via security camera.

11. Groups reserving the meeting or program room are responsible for the set-up and take-down of all tables and chairs used, emptying trash used by group, and any necessary clean up. Failure to do so will result in a warning email advising the group of any issues needing to be addressed. A second violation will result in the assessment of a monetary penalty of an amount sufficient to reimburse the Library for any janitorial or maintenance services to restore the room at an assumed rate of \$30/hour, with a one-hour minimum charge.
12. The group reserving the room shall be responsible for any damage to or loss of library property. If library property is either damaged or lost, the Director shall obtain estimates for the repair of the damage or the cost of the replacement of the lost property. The group will be responsible to pay that amount to the Library.
13. Animals (with the exception of registered service dogs) may not be brought onto Library premises unless a part of a Library-sponsored program.
14. No smoking, vaping, or alcoholic beverages are allowed in the library.
15. The Library assumes no liability for theft or damage to property brought onto library property or for injuries, which occurs as a result of actions of sponsors or participants in activities in meeting rooms.
16. The Director is responsible for the administration of this policy and for establishing administrative procedures for its implementation.

Definitions of meeting spaces

- Auburn Meeting Room- This room is located in the front of the Auburn branch library. This room includes chairs, tables, a Smart TV, and access to power outlets.
- Meeting Room- This room is located in the rear of the main area of the main library. This room includes chairs, tables, a Smart TV, and access to power and data lines.
- Program Room- This room is located off of the front hallway of the main library. This room includes chairs, tables, a 75" Smart TV, a podium, a marker board, and access to power and data lines. There is also a kitchen located next to this room that is available for use by groups reserving the program room. The kitchen includes a refrigerator, microwave, and sink.

Maximum occupancy of the rooms will be limited to:

- 14 in Auburn Meeting Room
- 14 in Meeting Room
- 75 in Program Room

Instructions on time allowances

- Please allow time to set-up the room prior to your meeting and to clean up afterwards when completing a Room Reservation Request Form.
- Example: If a meeting begins at 5:00 PM, you may request your reservation to begin at 4:30 PM to allow time to set up the room. If the meeting ends at 6:30 PM, you may request your reservation to end at 7:00 PM to allow time to restore the room to the condition in which it was found.