

The Library Annex Policy

I. Description of Rooms

The Annex living room can be reserved as a meeting space for 10 people. Library programs being held in this space can accommodate up to 30 people.

The Annex sunroom is used primarily for tutoring and educational purposes and can accommodate 6 people for meetings. The sunroom is also used for overflow space for library programs.

The public restroom is located on the first floor near the entryway.

The dining room, radio room, and pantry are designated areas for the Friends of the Library Bookstore.

The kitchen area can be used minimally as a food staging area. Food may be brought into the Annex, but not prepared or cooked in the Annex, except by library staff or renters.

The upstairs is privately rented as artist studio space and may only be used by the general public at the invitation of the artist.

II. General Regulations

Meeting rooms are not available for the following purposes:

- Monetary solicitation, admission fee, or donation by any entity other than the Library, Friends of the Library or City-sponsored fundraising.
- Meetings involving the sale, advertising, promotion of commercial products or services, by any entity other than the Library.
- Personal or family purposes, such as parties, weddings, bridal or baby showers, birthday parties, dances.
- Meetings which would interfere with the Library's operation by causing excessive noise, a safety hazard, or security risk.
- All organizations/individuals using the Annex meeting space will comply with the Columbus Public Library User Policy.
- Users must 18 years of age to reserve the space and minors must be supervised by an adult.

- Publicity generated by a group or organization for a meeting or event in the Library Annex may state the Library Annex name and address. The Library Logo may not be used.
 - The use of the name, address or telephone number of the Columbus Public Library as the address or headquarters for any group or organization using the Library Annex for meeting purposes is prohibited unless as an approved partnership with the library.
- No signs, posters, displays, etc. promoting a meeting or program by an organization or group may be placed anywhere in the Library Annex or on its premises without prior permission and direction from the Library Director or staff.
- Library staff will not relay messages to people attending meetings, except in emergencies.
- Soliciting or canvassing Library patrons is not permitted.
- The Library retains the right to monitor all meetings, programs and events conducted on the premises to ensure Library policies are followed. Library staff will have free access to the Library Annex at all times.
- The main entrance to the Library Annex shall remain unlocked while in use.

III. Application/Cancellation

- Reservations are required for use of the Library Annex on a first-come, first-served basis. Walk-ins limited to Annex availability.
- On occasion, the Library may have to cancel a group's use of a meeting room due to unforeseen circumstances.
- In the event the Library is unexpectedly closed, meetings scheduled during that time will be cancelled. In the event of cancellation, the group's leader is responsible for notifying group members.

IV. Scheduling

- The Library will be given first priority for reserving space. The Library Annex may be reserved up to six months in advance
- Meeting rooms are available for use during regular Library hours. Meetings must end 15 minutes before Library's closing time, and cannot extend past regular Library hours.
- Library programs and library fundraising events may be held in the Library Annex outside of library hours.
- The reservation must allow for setup and cleanup time. Setup prior to reserved times is prohibited.
- Groups must leave the room when the meeting is scheduled to end. Groups must leave the building by the time the Library closes.

V. Use of Facilities

- Library or other city staff will not provide assistance in setting up the meeting room. Library equipment will not be available for use at the Annex.
- The user is responsible for leaving the room in the condition in which it was found.
- The user, specifically the person who makes the reservation, will be responsible for all damage to the building, furniture and equipment and any extra cleaning that is required.
- The Library is the sole determinant of whether damaged furnishings or equipment can be repaired or must be replaced.
- Refreshments may be served. Groups are responsible for providing their own refreshments and any supplies needed for serving or cleanup. Food may not be prepared in the kitchen
- Decorations, wall hangings, presentation materials or any other items may not be taped, stapled, glued or in any other way fastened to walls, ceilings or fixtures.
- Tobacco products, incendiary items, weapons, and illegal substances are not permitted on Library premises.
- Alcoholic beverages are prohibited except for Library or Library sponsored events.
- The Library Board and staff do not assume any liability for groups or individuals or their property while attending a meeting at the Library Annex.
- Items may not be stored long-term at the Library Annex without an approved written request to the Library Board. The Library Board reserves the right to rescind their approval at any time. The Library is not responsible for the security, damage, or loss of items stored at the Annex.
- The fact that a group is permitted use of the room does not in any way constitute the Library's endorsement of the group's policies or beliefs by the Library Board or staff.
- The Library reserves the right to refuse to book meeting room space for groups or individuals that do not comply with the guidelines of this policy.
- This policy may be subject to change based on need or circumstance as approved by the Library Board at any regularly scheduled meeting.

I hereby acknowledge that I have received and reviewed the Library Annex Policy. I understand that it is my responsibility to follow the guidelines as outlined in this policy.

Printed name

Signature

Date