

The Meeting Room and Library Lawn Policy

I. Description

The Phyllis Luchsinger Callahan Meeting Room may be reserved as a meeting space and comfortably sit 20 people. Maximum capacity of the space is 40 people. The meeting space has a kitchenette that includes a sink, microwave, small refrigerator, and Keurig.

The Library Lawn may be reserved as a meeting space to accommodate groups.

II. General Regulations

Meeting rooms and Lawn Space 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 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 Meeting Room or Lawn Space may state the Library 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 Meeting Room or Lawn Space 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 Meeting Room or Lawn Space 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 Meeting Room and Lawn Space at all times.

III. Application/Cancellation

- Reservations are required for use of the Library Meeting Room and Library Lawn on a first-come, first-served basis. Walk-ins limited to 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 Meeting Room and Library Lawn 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 spaces 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 spaces. Library equipment available in the Meeting Room includes a projector and screen. Equipment is not available on the Library Lawn.
- The user is responsible for leaving the room or the lawn 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 lawn area, 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.
- 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.
- Items may not be stored long-term at the Library 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 Library.
- 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 Meeting Room and Lawn Policy. I understand that it is my responsibility to follow the guidelines as outlined in this policy.

Printed name

Signature

Date