

SANDUSKY LIBRARY
REGULATIONS FOR PUBLIC USE OF
MEETING ROOM SPACES

Updated by the Sandusky Library Board of Trustees May 18, 2004; updated February 18, 2020

The Library makes its meeting room spaces available to the public when it is not being used for Library programs. The Library is not intended as a regular meeting space for an outside group.

The Library does not discriminate in making its premises available for use on the basis of race, sex, color, religion, disability, ancestry, national origin, age, political expression, sexual orientation, gender identity or creed. Granting the use of the facilities does not imply approval by the Library of the group, the meeting, or the ideas presented at the meeting.

Regulations:

1. All use of the meeting room spaces is subject to the approval of the Library Director or his/her designee.
2. Library sponsored or co-sponsored programs take precedence over other groups at all times. The Library reserves the right to change or cancel reservations in emergency situations.
3. The room is available on a first-come, first-served basis. Groups are encouraged to reserve the room at least two weeks in advance. Same day scheduling will be done only at the discretion of the Library Director or his/her designee.
4. Applications for reservation of Library spaces are accepted *up to three months in advance*.
5. Applicants may not request more than one date/time on the application. Applications Forms need to be filled out for each request.
6. Advance notice of 24 hours is requested by the Library in the event that a scheduled meeting is to be cancelled. Advanced notice of cancellation is required for any reimbursement of fees. Reimbursement will be by check at a later date.
7. Maximum attendance is determined by the local fire codes as well as space and parking limitations. An adult must be present at all times to supervise youth groups. Children accompanying adult applicants must not be left unattended in the Library.
8. Use of the Library's meeting room spaces must not be of a nature which would interfere with the normal operations of the library. All meeting room activities must comply with the Library's Code of Conduct. Groups are expected to be out of the building 15 minutes prior to the Library's closing time, and groups may not enter the Library before regular hours. When circumstances so require, the Building Supervisor may terminate a meeting in progress.
9. The name, address, or telephone number of the Library must not be used as the official address or headquarters of an organization or for their programs. The Library should not be called for reservations or information on user programs.

10. Publicity - by an outside group using the meeting room must not imply Library sponsorship of the event, meeting, or activity.

11. Smoking is prohibited in the building including library meeting rooms. Alcoholic beverages are prohibited on library premises including the meeting rooms. Burning candles or incense is prohibited on library premises including the meeting rooms. Using amplifying equipment or posting signs on walls is prohibited on library premises including the meeting rooms.

12. Organizations may use the Library's audio-visual equipment in the meeting room. Advanced notice is required for any audio-visual equipment needed.

13. Each organization assumes the full financial responsibility for any damages incurred resulting from the use of the meeting room facilities. Abuse of the facilities will be sufficient cause to deny further use of the room. The group using the Library's meeting room spaces are responsible for cleaning up after their meeting and leaving the room as they found it. Any expense incurred by the library because of damage to the library building or grounds, or to library equipment, or because of excess cleanup costs will be charged to the group. The person signing the application agreement will be billed and will assume responsibility for payment of those charges.

14. Room set up is each group's responsibility and must meet ADA Guidelines. Library chairs and tables are available for community use; no other furnishings can be brought in to the meeting room spaces. The Library is open during any use of meeting room spaces, noise should be kept to a minimum.

15. Simple refreshments may be served. A sink and refrigerator are available in the Library Program Room and Frohman Room. Clean-up includes placing waste in the appropriate container and cleaning tables and countertops if you have served refreshments. Groups may bring in food that is ready to be served. Food is not allowed outside of the Program Room. Groups must provide their own paper products and supplies. *An additional \$5 fee is required for applicants bringing refreshments. Additional fees may be assessed for cleanup and damage.

16. The Library is not liable for injuries to people or damage to or loss of property, equipment, supplies, or any other materials owned by a group or organization and used within the Library.

17. Compliance with the Library's Rules of Conduct (Policy 2.12) and Unattended Child Policy (Policy 2.17) is enforced.

18. Failure to abide by any of these rules or to cooperate with Library staff may result in loss of privileges. Failure to cooperate with any of these rules, including the Library's Rules of Conduct (2.12), will result in denial of future use privileges.

The Library reserved the right to attend any meeting to ensure that no unlawful activities are occurring on Library premises. The Library does not extend any special privileges to the organizations to which staff or board members belong.

Fee Schedule:

Class A

“A” rate applies to nonprofit groups and government agencies and departments for non-commercial use, meaning no admission fee, vendor fee, or donation is charged, requested, or taken. Events may or may not be open to the public. The class “A” rate is free. Proof of nonprofit status may be required.

Class B

“B” rate applies to nonprofit groups whose events or meeting involve admission fees, vendor fees, donations, or a commercial use. Events may or may not be open to the public. The class “B” rate is \$20.00 per hour.* Proof of nonprofit status may be required.

Class C

“C” rate applies to businesses, private individuals, or private groups. Admission or vendor fees may be collected and donations may be received during the events. Examples of “C” use include private parties, receptions, seminars, or workshops. The class “C” rate is \$25.00 per hour.*

*An additional \$5 fee - is required for applicants bringing refreshments. Additional fees may be assessed for cleanup and damage.