

## MEETING ROOM POLICY

### PURPOSE OF THE MEETING ROOM

The purpose of the meeting room is to house Library sponsored activities and programs. The Library's programming and activities take precedence.

### USE OF THE ROOM

The room may be used by non-profit, civic, cultural or educational groups. The room is not intended as a public hall for general use. No program may be planned which will in any way disturb the operation of the Library or library programs. Noise levels must be kept at a minimum so as not to disturb Library users.

Groups may reserve the room three weeks in advance. The room is available only during Library hours. Meetings may not run beyond the closing time of the Library and the room must be returned to its normal condition 15 minutes before closing time.

Reservations can be made at the Parma Public Library using the "Application for Use of the Parma Public Library Meeting Room." After the application is approved, the reservation will be entered on the meeting room calendar and will be confirmed. Should the party wish to cancel their reservation, they must contact Library staff. Failure to do so will result in the refusal of further reservations. Due to the limited availability of the meeting room, consecutive meetings cannot exceed three and must be requested on the original Meeting Room Use Application. Any subsequent meetings must be requested on a new Meeting Room Use Application form. The Parma Public Library reserves the right to cancel any use of the Meeting Room with one week advance notice. Any special needs for a meeting, projector, power point presentation, movie screen, serving of food, or other library equipment that needs to be set up by a library employee, must be noted on the "Application for Use of the Parma Public Library Meeting Room."

Adopted by the Parma Public Library Board of Trustees July 12, 2012  
Reviewed and adopted by the Parma Public Library Board of Trustees January 3, 2018  
Reviewed by the Parma Public Library Board of Trustees April 2, 2019

## **REGULATIONS AND RESPONSIBILITIES**

Infractions are sufficient cause to prohibit further use of the room.

1. No smoking is permitted anywhere in the building.
2. No alcoholic beverages are allowed on the premises.
3. All meetings must be open to the public and cannot be limited to/by membership, affiliation, etc.
4. An entrance fee may not be charged nor donations requested. Collecting money, seeking financial pledges in any form, for any purpose or selling objects or services is not permitted.
5. All meetings must **end 15 Minutes** before Library closing time. Groups engaging the room are responsible for setting up the room and returning the room to its original state.
6. Groups engaging the room will be held responsible for any damage to the room and its contents.
7. The Library is not responsible for articles left in the meeting room.
8. The fact that a group is permitted to use the Library's meeting room does not constitute an endorsement of the group's policies or beliefs.
9. All those attending the meeting are subject to the Library's Policy on Patron Behavior.

### **Application for the Use of the Parma Public Library Meeting Room Appendix D**

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