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## **Richmond Heights Memorial Library MEETING ROOM POLICY**

The Richmond Heights Memorial Library (Library) meeting room space is intended primarily for Library meetings, programs, and events. When not needed for these purposes, the rooms are available to reserve for a fee to community groups, organizations, and local businesses (Organizations).

### **Eligibility**

1. The meeting room space may be reserved by local organizations which do not seek profit or local businesses.
2. Reservations may only be placed by Organization-authorized representatives who are 18 years old or older. By applying, a designee confirms they meet these requirements.
3. Meetings must be free and open to the public and attendees must be permitted to participate in the meetings. The Library reserves the right to attend any meeting held in its facilities. As an exception, agencies of any department of government may hold closed sessions required for the achievement of their defined goals.
4. With library staff approval, individuals and small groups may use a meeting room on a walk-in basis if it is not reserved for that day.
5. Money may not be exchanged between the Organization and event attendees during the use of the meeting room or on library grounds. Organization items may not be sold.
6. Organization reservations function on a first-come-first-serve basis as defined by the submission date of a completed reservation form.
7. No non-government Organization may reserve the meeting room space more than one time per calendar month. Organizations wishing to use the meeting room more than one time per month may use it on a first-come, first-served (walk-in) basis without a reservation.
8. A reservation must be scheduled at least seven calendar days in advance of the requested time slot.

### **Terms of Use**

1. The Organization must fill out a complete and accurate application to use the meeting room.
2. The set-up and take-down of tables and chairs are the responsibility of the Organization. Unneeded tables and chairs are not to be removed from the room and should remain stacked out of the Organization's way. At the end of a reservation, the room must be left in the same condition as it was



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found.

3. The Organization must provide adult supervision for juvenile groups.
4. Use of meeting room spaces by the Organization must not disrupt the orderly conduct of the Library, its programs or activities.
5. The Organization may not state or imply Library sponsorship of their meeting, program or organization unless sponsorship is expressly approved in writing by the Library Director or designee.
6. The Organization's personnel, equipment, and attendees may not be in the room outside of their reserved time slot, setup, or take down period. The Organization must vacate the building at the Library's closure. Any Organization supplies and equipment left behind are forfeited to the Library's ownership.
7. The Organization must request the use of Library meeting room A/V equipment if such is available at the time a reservation is filed. Requested services after filing are not guaranteed. Library staff will not train Organization members on or manage equipment during a reservation time slot.
8. The Organization is responsible for providing all necessary supplies for their event. The Organization's equipment and supplies must conform to the Library's Patron Code of Conduct ([C-004](#)), the law, and applicable fire ordinances.
9. The Organization may not place or store anything in the hallways outside of the meeting room. No signs, displays, decorations or exhibits may be attached to the doors, walls, or windows of the room or within the library itself.
10. The Organization may not serve food or drink of any kind.
11. The Organization is responsible for the condition of Library property and injury to its personnel or representatives. See Disclaimers for details.
12. The Organization's total event participants must be at or below the room's capacity.
13. The meeting room entry door must remain unlocked and open at all times.
14. The Library reserves the right to reclaim time slots for its own purposes or cancel reservations due to emergency closures. In the case of inclement weather-related or other emergency closures staff will make every effort to contact the Organization representative.
15. The Library cannot accommodate Organization requests to alter the room's temperature or police environmental noise.
16. Reserving Organizations are responsible for themselves and their audience in accordance with this policy and the Library's Patron Code of Conduct ([C-004](#)). The Organization is responsible for ensuring the relevant personnel and representatives are familiar with this policy. Failing to meet these requirements may result in suspension of a reservation without refund and an Organization's future disqualification from reserving the room.



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### **Payment Collection, Refunds, and Cancellation**

Full payment is collected by Library staff on the day of the reservation. Reservation payments are non-refundable. Organizations are asked to provide notice of cancellation 24 hours in advance of scheduled reservations. Failure to provide notice of cancellation before this deadline may result in denial of future Organization reservations.

### **Room Information**

	<b>Library Meeting Room</b>
<b>Capacity</b>	39 people
<b>Room Size</b>	18.5 ft. x 18.5 ft.

### **Disclaimers**

1. Use of the Library's meeting room space does not constitute a lease, nor does it imply that the Library endorses the aims, policies, views or activities of the group, organization or business using the room.
2. Organizations agree to indemnify and hold harmless the Library, its Board of Trustees, staff and agents, from and against any and all liabilities, losses, damages, costs, and expenses of any kind suffered by, incurred by, or threatened against the Library, the Board of Trustees, or any of its staff or other agents on account of or resulting from injury, or claim of injury, to person or property arising out of the organization's use of the Library.
3. The Organization and the person designated on the application agree to accept responsibility and liability for any and all damages or injuries which may arise out of the Organization's use of the Library, including but not limited to damaged or missing equipment and fixtures, any and all structural, interior, or exterior damage to the Library, and harm suffered to its personnel or its representatives.