

## **MEETING ROOM POLICY, PROCEDURE AND USAGE GUIDELINES**

**AVAILABILITY:** Rooms are available during regular library hours. These rooms are available on a first-come, first-served basis, however library-sponsored activities have first priority. The library reserves the right to cancel a reservation at any time; however, the library will endeavor to avoid such conflict where possible. There are no fees to use these rooms. Reservations should be made in advance by calling or emailing the library. Groups/Individuals will be notified as soon as possible of any change in hours of operations that would impact their reservation(s). Groups/Individuals must conclude their meetings/usage to at least fifteen minutes prior to the library closing. There should be a minimum of thirty (30) minute gaps between reservations to allow for spill-over and clean-up of the previous reservation.

### **REGULATIONS:**

- The library reserves the right to review any request for Meeting Room use and may require additional time and information during the approval process, including those individuals/groups who wish to use the meeting rooms on a walk-in basis.
- Use of these rooms is restricted to non-profit, civic, cultural, advocacy, or educational organizations. Use shall be restricted to those activities that do not violate general community standards, interfere with general library operations, or violate the library's Patron Code of Conduct.
- Use of the meeting room is to be done in a responsible manner with the library's Patron Code of Conduct being adhered to at all times. The library reserves the right to withdraw the permission for use of the meeting room when conditions so warrant and to stop meetings that interfere with normal library operations.
- Patrons using the meeting room are responsible that all conditions of use are followed and assume liability for any injury, loss, or damage to any person or property in or about the room and its contents. Reimbursement for damage to the facility and cleaning the room is the responsibility of the individual and/or group that originally reserved the room.
- Meeting rooms may not be used for social activities, private parties, commercial purposes, or gatherings that advertise a product or service.
- The library reserves the right to limit the number of meeting room reservations and how far in advance reservations may be made for an individual or group based on the demand for meeting space.
- The person reserving the meeting room must be at least 18 years of age with the exception of the study rooms.
- An adult leader shall be present at all times and responsible for the supervision of any groups of children (any individual under the age of 18).
- Childcare for children of adults attending meetings in library meeting rooms is the responsibility of those adults. The library is not responsible for providing childcare while a person is attending a meeting or event.
- The use of meeting room by a non-library group or individual shall not be publicized in a way to imply library sponsorship of the group or individual's activities.

- If the group or individual cancels the reservation, they are responsible for notifying the library and the group members or the audience.
- The library assumes no responsibility of hats, coats, purses, and other belongings of persons attending the meetings.
- Non-library groups may not charge admission fees or make commercial solicitations when using the meeting rooms, however groups may charge a reasonable fee to cover the cost of materials, handouts, craft making supplies, etc.
- Smoking and vaping are prohibited in the library. Alcoholic beverages are not permitted in the meeting rooms except as part of library sponsored educational or fundraising programs with the approval of the director and board of trustees.
- Additional regulations may apply to specific rooms. Please see below.

**DISCLAIMER: The library does not endorse the views expressed by any group or individual using its meeting rooms, however it does endorse the right of those individuals and groups to express their views so long as they abide by the policies and rules governing the use of the library's meeting rooms.**

**ROOMS AVAILABLE:**

**LOUIS ROOM - (1st floor)**-This room will hold 25 to 30 people depending on the arrangement of chairs and the use of tables. The normal furniture available in this room is four tables and twenty chairs. The library may require extra time for set-up. The room has a projection screen and a sink and mini refrigerator available for use.

Reservations should be made at least one week in advance of the event.

**FOOD & DRINK**-Food and non-alcoholic beverages are allowed in this room. The clean-up and disposal of any food and drinks is the responsibility of the individual or group that originally reserved the room.

Applications to use the Louis Program Room are available at the first floor Circulation Desk or by emailing [circulationdept@pigualibrary.org](mailto:circulationdept@pigualibrary.org).

**FOUNDERS ROOM - (2nd floor)**- This room is permanently set up with a single table with twelve chairs. Eight additional chairs are set up around the perimeter of the room. The Founders Room may be used for meetings on a limited basis. It is suitable for smaller groups of a dozen or less.

Reservations should be made at least one month in advance of the meeting. This room is not suitable for loud or boisterous groups.

**FOOD & DRINK**-Food and beverages are discouraged in this room. Use of the sink in this room is restricted.

Applications to use the Founders Room are available at the first floor Circulation Desk, or the Administration Office in the Lower Level, or by emailing [adminwebsite@pigualibrary.org](mailto:adminwebsite@pigualibrary.org).

**Study Rooms - (2nd floor)** - These rooms are set up with a single table with six chairs. These rooms are best suited for individual and small group use.

Reservations should be made at least twenty-four hours in advance, but walk-ins are welcome. These rooms are not suitable for loud or boisterous groups.

**FOOD & DRINK**-Food and non-alcoholic beverages are allowed in this room. The clean-up and disposal of any food and drinks is the responsibility of the individual or group that originally reserved the room.

Reservations of a study room can be made at the second floor Information and Reference Desk, by calling (937) 773-6753 x225 or email [referencedept@pigualibrary.org](mailto:referencedept@pigualibrary.org)

I, \_\_\_\_\_, have read, understood, and agree to the above stipulations.  
(Print Name)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Piqua Public Library Founders Room Use Agreement

This form acknowledges the below listed group/individual who will be using the Founders Room during the date and times listed. Restrictions are listed in the Meeting Room Policy, Procedure and Usage Guidelines.

## 1.) Individual/Groups using the Founders Room

Name of Organization \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Brief description of meeting/purpose for room reservation request:

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## 2.) Date(s) and Time(s) of reservation request(s)

Date \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Date \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Date \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Date \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

## 3.) Event Information

Name and brief description of event

\_\_\_\_\_

Number of people expected \_\_\_\_\_

## 4.) Individual requesting and responsible for use of the Library facility

Name (print) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

## Library Approval

Name (print) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

# Piqua Public Library Louis Room Use Agreement

This form acknowledges the below listed group/individual who will be using the Louis Room during the date and times listed. Restrictions are listed in the Meeting Room Policy, Procedure and Usage Guidelines.

## 1.) Individual/Groups using the Louis Room

Name of Organization \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Brief description of meeting/purpose for room reservation request:

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## 2.) Date(s) and Time(s) of reservation request(s)

Date \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Date \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Date \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Date \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

## 3.) Event Information

Name and brief description of event

\_\_\_\_\_

Number of people expected \_\_\_\_\_

## 4.) Individual requesting and responsible for use of the Library facility

Name (print) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

## Library Approval

Name (print) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_