



Revised May 2018

Meeting Room Policy

The J. J. Hartley Meeting Room of the London Public Library is available for use by civic, professional, government, educational and other not for profit groups, when the room is not being used for its primary purpose, library related activities.

Such use must take place in a responsible manner, without undue cost to the Board and without interference with library activity.

Terms for Meeting Room Use:

- No admission fee may be charged, no collection may be taken and no purchase may be required of those who attend.
- Meetings planned by a company to promote, advertise or lead to the sale of a product or service are not permitted.
- The Director reserves the right to review any applications and require sufficient time to make proper investigation before granting approval.
- Library programs take precedence over other meeting room activities.
- No alcoholic beverages may be served.
- Smoking is prohibited on library property.
- Each group is responsible for letting a staff member know how they would like the room set up at least 48 hours before the meeting takes place. No one in the group is to rearrange tables or equipment in the room without staff approval.
- Any food, beverages, waste or personal items left in the meeting room or kitchen on the day following a meeting will be discarded, and the group will be assessed a \$75 cleaning fee.
- The maximum capacity of the Hartley Meeting Room for non-Library events is 100; 50 if tables and chairs are used. This facility is handicapped accessible.
- No gambling, games of chance, bingo, casinos or wagering of any kind may be a part of any program, meeting, or event.

**20 East First Street – London, Ohio 43140 / Voice (740) 852-9543
Fax (740) 852-3691 / www.mylondonlibrary.org**

- Use of the meeting room does not mean that the Library endorses the purposes and policies of those using its meeting rooms.

Reservations and Cancellations:

- All reservation schedules are handled by the Maintenance Supervisor.
- Reservations will be accepted for 3 months in advance of the date requested. The library reserves the right to limit the frequency of use of the room. The needs of the library take precedence over that of other groups.
- Reservations may be made via telephone (740-852-9543). However, a request form, signed by the responsible party, must be on file at the library at least 48 hours prior to the scheduled use.
- Meeting room use may be denied to anyone falsifying a meeting room application or failing to comply with this policy.
- The library reserves the right to cancel prior meeting room reservations with a minimum of 48 hours notice.
- Please notify the library as soon as possible if a meeting scheduled for the room has been canceled.
- In addition to several tables and chairs, groups may also request the use of a projector, screen, television and DVD Player, and Smartboard. The kitchen area contains a refrigerator, sink and microwave. Restrooms are located outside the meeting room.
- During the months of June and July, the meeting room will be unavailable to the general public due to the Library's summer programming.

Publicity:

- The name, address or phone number for London Public Library will not be used as the official address or headquarters of an organization.
- The use of the meeting room by a non-library group shall not be publicized in such a way as to imply library sponsorship of the group's activities.

Fees and Liabilities:

- The library charges no fees for the use of the meeting room, however, payment shall be made for any damage to or loss of library property. A cleaning fee of \$75 will be assessed if the room is not left in the condition in which it was found.

- The meeting room may be reserved beginning 15 minutes after the library is open to the public and must be vacated 15 minutes prior to closing
- The responsible party will check with library staff at service desk immediately prior to and following the use of the meeting room, and report the number of people they had in attendance for meeting.
- The library is not liable for injuries to people or damage to property of the organization using the room.
- The person signing the reservation form for the meeting room will be held responsible for the orderly conduct of the group and for any loss or damage to Library property or equipment.