**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.
* The meeting room shall not be used for commercial activity. The meeting room is not available to groups or individuals for the promotion or sales of services or products, fundraising, cultivating of client names, or conducting any activities for profit.
* Library programs take precedence over other meeting room activities.
* The Director reserves the right to review any applications and requires sufficient time to make proper investigation before granting approval.
* No alcoholic beverages may be served.
* Smoking is prohibited on library property.
* The individual or group requesting the room is responsible for all set-up and take-down of tables and chairs.
* 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.
* Private parties are not permitted. Examples of requests for parties that will be declined include birthday parties, baby showers, reunions, etc.
* Use of the meeting room does not mean that the Library endorses the purposes and policies of those using its meeting rooms.
* The individual requesting use of the meeting room must be present at the meeting or activity.
* The Library reserves the right to have staff attend meetings and other events in library meeting rooms.

**Reservations and Cancellations:**

* 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 online via the Library’s website or by telephone at 740-852-9543.
* 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 reject any meeting room request, or cancel any reservation, if it is determined that the group (or the cardholder making the reservation) has abused its past privileges in using the meeting rooms in any way.
* The library reserves the right to cancel prior meeting room reservations.
* 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.
* Meetings taking place may not disrupt or disturb library operations. The library reserves the right to stop meetings that are disruptive to library operations.

**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 requesting 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.

**Selling Merchandise**

* The Library may permit presenters at Library-sponsored programs ONLY to sell merchandise related to the subject or activity of their programs. Aside from Library-sponsored programs, sales are prohibited.