

MEETING ROOM RULES AND REGULATIONS

The meeting rooms of the library are primarily for the use of the library and library-related programs. When not required for the library's use, other organizations and groups are encouraged and welcomed to use the rooms. Although there is no charge for use of the library meeting rooms, donations are appreciated.

1. Granting permission to use a meeting room does NOT in any way constitute an endorsement by the Library Board of Trustees or staff of content, topics, subject matter, or points-of-view of individuals or groups using the meeting room.
2. Meeting rooms are to be used for educational, recreational, social, and cultural programs for the benefit of people of Fostoria and area. No program shall disturb the library's primary function.
3. Only Library and Friends of the Library programs may have admittance fees or solicitations for contributions, collections or sales.
4. Activities scheduled in the public meeting rooms will be open to the public.
5. Meeting rooms are not available for the benefit of private individuals or profit-making groups. They may not be used, for instance, as "sample" meetings designed to attract the public to later fee-generated meetings.
6. Any publicity to be released to the news media or posted in the community regarding the use of library facilities will be provided to the Library Director for approval. The use of the meeting rooms by non-library groups will not be publicized in such a way as to imply library sponsorship of the group's activity.
7. A form must be signed before the meeting date for the room to be considered reserved. Active forms will be kept on file and reviewed every two years.
8. Meetings proposed for when library is closed are possible at the discretion of the Director and his/her ability to provide staffing requirements
9. All meeting rooms shall be vacated, all library materials put away, and all personal property removed 15 minutes prior to the library's closing. It is the

responsibility of the group to know those hours. Rooms must be left in an orderly condition.

10. Groups are responsible for setting up the meeting rooms to suit their needs as well as putting away furniture and equipment after their meetings.
11. Tables and chairs are available. The library also provides wireless Internet access, LCD projector, pull-down screens, an overhead projector, lectern, television, DVD players, as well as a white board for use in the meeting rooms.
12. The library is not responsible for any equipment, supplies, materials, etc. brought to the library by groups or individuals attending meetings here.
13. The Library Board of Trustees and Staff do not assume any liability on groups or individuals attending a meeting in the library.
14. Any unusual expenses incurred by the library because of the meeting will be charged to the group.
15. People attending meetings are strongly encouraged to park in the library's parking lot located on the corner of Wood and Fremont Streets. We request that people attending a meeting not park in the spaces directly in front of the library doors.
16. Applications for use of the meeting rooms must be submitted by an adult who shall be personally responsible for the conduct of the meeting, adherence to these regulations, the payment of any fees, and for any damages.
17. Alcoholic beverages may not be dispensed or consumed in any part of the library or on library property. Tobacco use is not permitted in the library.
18. The library reserves the right to suspend or cancel permission granted to any group or organization that violates these rules and regulations.
19. The library reserves the right to cancel meetings due to the closing of the library because of weather emergencies, etc.
20. Light refreshments may be served in the meeting rooms. The room and kitchen area must be cleaned after the meeting. All trash should be bagged and tied. Each group must provide their own supplies (napkins, cups, etc.) Any food, paper products, etc. left in the meeting room or kitchen becomes the property of the library.

21. Anyone using the kitchen facilities must abide by the rules posted in the kitchen. All utensils must be washed, counters cleaned, and appliances UNPLUGGED after the meeting.
22. The library must be notified if a meeting is cancelled or if the group no longer wishes to meet in the library.
23. Once a meeting has begun, the doors should be closed. Every effort should be made to contain meetings to the actual meeting rooms and to be quiet in the library's hallways and stairwells so other library users are not disturbed.
24. Any exceptions to these rules must be approved by the Library Board of Trustees before the meeting/event.