

Geauga County Public Library
Operating Policy Manual

Section: Meeting and Study Rooms
Number: 555
Effective Date: February 21, 2023

MEETING ROOMS

The primary purpose of meeting rooms is for library activities, including programs presented by library staff or by a group affiliated with the Library. When a meeting room is not being used for a Library activity, then it may be used by the public.

Meeting Room Uses

Fund raising events sponsored by the Library or other organizations affiliated with the Library are permitted. Fund raising events for outside organizations are not permitted.

Meeting rooms are available to the public for civic, cultural, or educational programs or meetings.

Meetings and programs must be open to the public. Meetings may not be restricted to the membership of the sponsoring organization.

Educational courses conducted by non-profit agencies may charge fees for learning materials or course credits, but the program must be open for observation to members of the public who don't pay fees. Branch managers may make exceptions to this rule under unusual circumstances.

Meetings that promote, advertise, or lead (directly or indirectly) to the sale of products or services are not permitted. Businesses may use meeting rooms for staff training or meetings but cannot present public educational programs for the purpose of generating sales, leads, or solicitation lists.

Meeting rooms are not available for private parties (birthday, showers, holiday parties to name some examples).

Meeting Room Scheduling

Meeting rooms are available to the public only when the library is open. To reserve a meeting room, a patron must have an active Clevnet library card.

Library sponsored activities may be conducted before or after library hours at the discretion of the Library Manager.

Meeting room use, including clean up, must end 15 minutes before the library's closing time.

Reservations for regularly scheduled meetings will be accepted up to three months in advance. The Library Board of Trustees reserves the right to limit the frequency of use of its meeting rooms; to cancel reservations and to review any or all applications before granting approval.

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Meeting Room Guidelines

Organizations presenting programs or conducting business meetings may wish to limit public comments during all or part of their meetings or programs. Any such limitations should be announced at the beginning of the meeting and should in no way interfere with the public's ability to attend, observe, or listen to the program.

A group using a meeting room may rearrange furniture but must return the room to its original condition. The Library staff does not set up or take down chairs or tables. Refreshments may be served, but not alcoholic beverages. Food delivery must be approved by the manager in advance of a meeting. Trash should be placed in the proper receptacles and Geauga County Public Library utensils must be cleaned and put away. The group using the meeting room is expected to return the room to its original condition, including cleaning the space as needed.

Meeting room programs must not interfere with library operations. The Library is not liable for injuries to people or damage to property, individuals or organizations using the meeting rooms.

The Library does not advocate or endorse the viewpoints of any group or individual. Meeting room use shall not be publicized in such a way as to imply Library sponsorship.

The Library's Behavior and Conduct policy (OP 951) applies to all people using a meeting room.

The Library reserves the right to charge a fee for any needed repairs or cleaning.

Exceptions may be made at the discretion of the board of trustees or the Assistant Director.

STUDY ROOMS

Library study rooms are to be used for individual or small group work or study. Social events are not permitted in study rooms.

Reservations for study rooms may be made up to one month in advance. If no one is using a room and there is no current reservation, a library patron may request to use the room while they are in the library. This will be done on a first come, first served basis.

Reservations will take precedence in the use of study rooms. If a room has an advance reservation, patrons using the study room will be asked to vacate the room to accommodate the reservation.

Study room reservations can be made for a maximum of two hours. If the room is not reserved and there are no other requests to use the room, the two-hour time limit may be extended.

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The Library's Behavior and Conduct policy (OP 951) applies to all people using the study rooms.

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