

**Geauga County Public Library  
Operating Policy Manual**

SECTION: HOSPITALITY  
NUMBER: 392  
EFFECTIVE DATE: OCTOBER 20, 2020

The purpose of the Hospitality Policy is to maintain consistent procedures for expenses regarding holding meetings, special events, cultural programming, and entertaining guests.

Hospitality may be provided on certain occasions, such as hosting employee in-service days, workshops, guest speakers, or special celebrations. Providing working breakfasts, lunches, or dinners should be considered an exceptional event, occurring only when a meeting spans that time period. Inexpensive refreshments may be provided, at library expense, for patrons at library programs and at library board meetings. These refreshments are arranged by staff in the building hosting the meeting.

**EXCEPTIONS**

If there are good reasons for providing hospitality at the library's expense in circumstances other than those described above, advance approval from the administration is required.

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