

**Geauga County Public Library
Operating Policy Manual**

SECTION: MEETING ROOMS
NUMBER: 555
EFFECTIVE DATE: FEBRUARY 18, 2025

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 (birthdays, 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. Exceptions to this requirement may be made by the Branch Manager to accommodate the needs of local organizations and non-profit groups.

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

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

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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 room, to cancel reservations, and to review any or all applications before granting approval.

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. Any patron who violates these usage guidelines or damages property may be banned from using a meeting room for up to one year. This decision will be shared in writing by the branch manager, in accordance with library administration.

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 library administration.

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