

ROOM RESERVATION AND USAGE POLICY

Definition:

EPL's Room Reservation and Usage Policy outlines the rules for facility use and application process.

Purpose:

The purpose of EPL's meeting rooms and study rooms is to provide space for Library-related activities. When these rooms are not being used for Library-related activities, the rooms may be reserved and used by nonprofit groups or individuals for non-commercial or non-promotional purposes. Room reservations are subject to the following conditions.

Application and Reservations:

- Reservations are made on a first-come, first-served basis and should be placed at least seven (7) days in advance.
- All use of Library rooms must be approved by EPL. EPL will provide confirmation or denial of the request.
- EPL may deny a reservation request if an individual or organization has not complied with Library policies.
- The Library reserves the right to determine which room will best accommodate the requestor's needs and assign rooms accordingly.
- Rooms are available for reservation only after the Library finalizes library programs, generally about three (3) months in advance.
- Groups and individuals may request a reservation for a maximum of four (4) hours per month.
- Usage of longer than four (4) hours or which take place outside normal Library hours are subject to the approval of the Library Director.
- Applicants must be 18 years of age or older.
- The applicant must complete a Room Request Application before the meeting date and assumes responsibility for complying with the Room Reservation and Usage Policy.

Usage:

- Groups and individuals in attendance must follow the EPL Patron Conduct Policy.
- Groups or individuals using the rooms must not disrupt or interfere with the normal function of the Library. If a meeting/use in progress disturbs regular Library operations, the Library reserves the right to immediately terminate the meeting/use.
- Rooms may be used by political groups for regular meetings of an organizational nature. Space may be used for public forums, debates, and candidates' nights but not for promotion of any one candidate.
- Meeting spaces must be vacated thirty (30) minutes prior to the Library closing.

- Groups may not charge admission/solicit donations for their meetings/event. Club dues and other shared costs within an organization are not considered fees.
- The Library requests at least 24-hour notice for any cancellations. Failure to give notice or frequent cancellations may jeopardize future bookings.
- Use of tape on walls, room dividers, or windows is prohibited.

Preparations and Set-Up:

- Meeting rooms have available set-up options in the styles of theater seating, classroom seating, board meeting seating, and banquet style. Any custom setup beyond the four (4) options is the responsibility of the applicant.

Equipment:

- Audiovisual equipment may be available by request.
- Groups or individuals using Library-owned equipment may arrange for a practice session. EPL staff may not be available to assist at the time of the meeting.
- If an applicant brings their own equipment, they are solely responsible for setup and use of their own equipment.
- Library staff may not set up an applicant's personal equipment.
- Storage of equipment and/or supplies by non-Library groups is not permitted.

Food and Beverage:

- Light refreshments and small bites may be served; however, groups or individuals must bring their own supplies.
- Some rooms have a refrigerator available for use during the reservation time. Any items left behind will be considered a donation to the Library and will be used or discarded.
- Alcoholic beverages and smoking are prohibited in the Library.

Supervision:

- An adult leader, who must be 18 years of age or older, must be present at all times and responsible for the supervision of any minor or group of minors (under the age of 18) using the room.

Publicity and Contact Information:

- The use of a room by a non-Library group shall not be publicized in such a way as to imply Library sponsorship of the group's activities.
- The name, address, or telephone number of the Library may not be used as the contact address or headquarters of an organization and/or group.
- A contact name and phone number must be given in any publicity for the meeting or event held at the Library.

Important Notes:

- The right of a group to meet in the Library does not constitute an endorsement of a group's policies or beliefs by the Elyria Public Library.
- Failure to abide by these policies and procedures is justification for denying an individual or group further use of meeting or study rooms.
- The Elyria Public Library is not liable for injuries to any persons, or damage to, or loss of property belonging to individuals or groups using meeting or study rooms.
- Individuals or groups may be held liable for damage to the spaces that exceeds normal wear and tear.
- The individual completing the room request application agrees to assume full responsibility for any damages to the facility or equipment which occur as a result of the individual or group's use.
- The Library reserves the right to cancel or reschedule bookings if deemed necessary.
- As with all Library policies, the Library Board of Trustees reserves the right to amend these regulations at any time.

Approved by the Board of Trustees 5/13/2024