



ELYRIA PUBLIC  
LIBRARY SYSTEM

*In keeping with the Library's mission, the Elyria Public Library System's Board of Trustees encourages the widest possible use of the Library's public meeting rooms by government agencies, community groups, and residents of the Library's service area for civic, social, cultural, or educational purposes, when they are not in use for Library programs.*

## **ROOM USAGE POLICY**

### **Who may rent a room?**

Anyone may apply to rent a room. Residents of the Library's service area (City of Elyria, Elyria City School District, Keystone Local School District, and CLEVNET consortium) who are cardholders in good standing are eligible for discounted room rental rates.

Any application by a group or organization must be executed by an authorized representative of the group with the authority to bind the organization. A contact person must be designated on the rental agreement.

### **How do I make a reservation?**

Reservation requests may be made by calling the Library for more information or by filling out an application available at any branch or via the Library website [www.elyrialibrary.org](http://www.elyrialibrary.org), which includes the application form and the Room Usage Policy.

Reservation requests require a completed Meeting Room Application (downloadable pdf available on website) and are subject to room availability. Damages will be billed to the renter.

**All reservations require review and approval by the Librarian and/or the Board Facilities Committee.  
Your reservation is not complete until you have received notification of your approval.**

### **What types of rooms are available and what do they cost?**

Rooms are available to rent at Central, West River, South, and Keystone locations. This includes study rooms and conference rooms. The room rental fee is \$50.00 an hour. For library cardholders with a card in good standing, the room rental fee is \$25.00 an hour. A \$100.00 refundable security deposit is required from all renters.

**Charges are assessed in 60-minute increments. Fees are charged for entire time room is needed, including set-up and clean-up time. Payment in full is required prior to using the room. After-hours rental is 1 ½ times the regular fee. All rooms are handicap accessible.**

### **Does everyone have to pay?**

Rental fees are an important part of the Library's income, providing the means to maintain our facility and programming.



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Applicants may request a waiver of fees on behalf of non-profit organizations.

Waivers may be granted to non-profit organizations whose members are residents of the Elyria Public Library System's service area for a maximum of four hours per month which takes place during normal library hours. Meetings of longer than four hours, meetings which take place outside normal library hours, and meetings that occur more than once in a calendar month will be charged the applicable rental fee.

To qualify for a waiver of meeting room fees, a community group must provide verification of its non-profit status designation by the IRS or the State of Ohio.

Non-profit organizations and governing bodies holding meetings which are free and open to the public may request a waiver of rental fees. **No admission fees, registration fees, donations, or monetary solicitations may be sought from meeting attendees, and if not all these conditions are met, private function fees will apply. EXCEPTION: A public governmental body may hold a closed Executive Session pursuant to the Sunshine Law if the Executive Session is held in conjunction with an open meeting.**

Any individual or group who wishes to reserve and use a room for private or commercial use will be charged a rental fee. Examples of such use are: Tutoring or non-library sponsored classes; bridal or baby showers; family parties; business workshops, trainings and conferences; sales or promotion meetings; card clubs; seminars and public information programs; vendor fairs; exhibits, etc.

#### **General Rules and Regulations:**

Meeting rooms are available during regular library hours unless special arrangements are made. All meetings must be concluded, and rooms restored to order in time for the Library's scheduled closing.

After hours rooms are available at some locations. After hours use must be approved by the Librarian and/or the Board Facilities Committee. A designated door will be used for after-hours entry and exit door. Users will receive a code or a key to unlock/lock the building. Security coverage will not be provided for any meetings held after hours.

All programs/meetings must be maintained in an orderly manner and may not disrupt the normal function of the Library.

Meeting rooms have posted capacity which may NOT be exceeded.

Library staff may not be employed to move or carry private property.



Furniture moved by the room user must be returned to its original configuration at the end of the meeting.

Excessive cleanup by library staff following the meeting will result in a cleaning charge, which will be deducted from the security deposit. Costs more than the security deposit will be invoiced to the renter.

A limited amount of equipment is available for use in the rooms and must be requested on the reservation form. Equipment must be set up by library staff, and no one is permitted to change equipment configurations or otherwise alter normal operating setups. If a renter brings his or her own equipment, he or she is solely responsible for setup and knowledge of setup of his or her own equipment. Library staff may not be employed to set up renter's personal equipment.

In some meeting spaces, a kitchenette is available for serving light refreshments and clean up. It may contain a refrigerator, sink, and some items necessary for cleanup. The Library does not supply utensils, serving equipment, coffee filters, etc.

**No candles or open flame items are permitted on library premises. Nothing may be taped or otherwise attached to the walls, room dividers, doors, or windows of any rooms.**

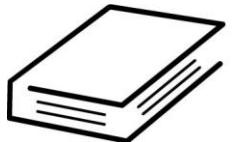
The organization should notify the Library promptly of a meeting cancellation. Failure to do so may affect the organization's approval for future reservations.

**Public meeting room use does not constitute library endorsement of the beliefs or ideas expressed by organizations or individuals using the space. Meetings should not be publicized in a manner that suggests library sponsorship or affiliation.**

No drugs, alcohol or smoking of any kind is permitted on Library premises. No weapons are permitted on Library property.

The Library's Conduct Policy applies to the use of the meeting rooms. Noise and conduct are expected to be maintained at a level that does not disrupt other people in the Library. Individuals attending meeting room functions are responsible for the conduct of their attendees.

Wireless technology in the meeting rooms is shared with the rest of the Library and capacity issues may arise if many users access the system simultaneously. There is no guarantee of wireless compatibility or for uninterrupted service when groups are using the meeting room.



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**Special Circumstances:**

The Library Director or the Facilities Committee may determine that security services, additional custodian or staff are required during a proposed use of the meeting facilities. If so determined, the registrant agrees to pay for any such services deemed necessary by either the Library Director or the Facilities Committee. The Library will contract for security services, custodial services or staff and the registrant must pay the Library in full prior to the event. Additionally, the registrant will provide a certificate of comprehensive general liability insurance, including contractual library insurance, in the amount of \$1,000,000 with the Elyria Public Library System named as an additional insured. Both the payment and the certificate must be delivered to the Library Director no later than two weeks prior to the proposed use. In the event those requirements are not met, the reservation for the room will be denied.

**This policy was approved by the Elyria Public Library System Board of Trustees on April 8, 2013.**

**Amended by the Board on January 19, 2015.**

**Amended by the Board on January 13, 2020.**

**Amended by the Board on January 10, 2022.**