

## Bluffton Public Library

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# Meeting Room Policy

### General Guidelines

Bluffton Public Library's meeting rooms are used primarily for library programs and services. The rooms are available for rental by outside groups and individuals when library staff members are not utilizing the rooms, and all reservations are made on a first-come, first-served basis. When the meeting space is rented for public use, activities must promote the community-centered mission of Bluffton Public Library.

### Applying for a Meeting Room Rental

In order to reserve a meeting room space, a primary contact person must fill out a **Meeting Room Application**. These forms may be obtained at the library's front desk during library hours or on our website at [www.blufftonpubliclibrary.org](http://www.blufftonpubliclibrary.org). This form can be submitted at the front desk during library hours, emailed to [psc@blufftonpubliclibrary.org](mailto:psc@blufftonpubliclibrary.org), or faxed to 419-358-9653. A meeting room space is not officially reserved until a primary contact person has received confirmation from the library's Public Services Coordinator or Director. The primary contact person must be at least 18 years of age.

### Rental Rates

There are two rooms available for rental on the library's lower level: **the Monroe Room and the Richland Room**. Please see the following table for the difference between these two rooms.

Room(s)	Non-profit rate	For-profit rate	Social rate	Room Capacity
The Monroe Room*	\$10.00	\$30.00	\$50.00	35
The Richland Room*	\$20.00	\$60.00	\$100.00	70
The Richland and Monroe Rooms	\$30.00	\$90.00	\$150.00	110

\*When renting one room, the room divider may be used for distinction.

Meeting room rental fees are due when the Meeting Room Application is submitted unless the designated primary contact person has received prior approval from a library staff member. Cash or check are accepted, and checks are payable to **Bluffton Public Library**. When renting the meeting room space for monthly or recurring meetings, total fees may be paid in full when turning in one's application or separately before each meeting.

### Non-profit, For-profit, or Social Rates?

See the table below for these rate specifications. If you still have questions or concerns, please contact the library's Public Services Coordinator or Director.

<b>Non-Profit Community Organization:</b>	Local organizations engaged in educational, civic, or cultural activities
<b>For-Profit Organization or Business:</b>	Commercial End-Users; Entities that receive advantageous gain, return, or benefit from their activities; Businesses
<b>Social Function:</b>	Gatherings intended for social reasons (i.e. family reunions, receptions, parties, showers)

### ***General Rules for Public Use***

Library policies, rules, and regulations apply to anyone on library grounds, which encompasses meeting room space as well. The library is not responsible for any damage, loss or theft of personal property which occurs during the meeting room rental period. The library allows the use of its facilities with the understanding that the library accepts no responsibility for the personal safety of any person, either inside or outside the building, during use.

The primary contact person is responsible for any children under the age of 18 utilizing meeting room space during rental period. Food and drink are permitted when approved by a library staff member before the event.

The library's meeting rooms are only available during regular library hours. Group activities must be contained within the meeting room space and must not disturb normal library functions.

The library reserves the right to oversee all activities held in this facility. All meetings are subject to all federal, State, county and municipal laws and regulations

For statistical purposes, the attendance of any meeting must be reported to the library. Meeting attendance shall not exceed the maximum room capacity.

The following are *not permitted* in the library meeting rooms:

- Alcoholic beverages
- Drugs, including tobacco usage
- Firearms
- Gambling
- Open flames of any kind, including candles, per the Ohio Fire Code (section 308.15)

### ***Library Equipment and Materials Policy***

The utilization of any library equipment including the projector, screen, whiteboard, and/or kitchenette is included within rental fee, but usage must be discussed with and approved by a staff member. Please alert a library staff member concerning these needs when applying for the room rental. The room also includes library-supplied tables and chairs to be set up and taken down by renting group.

Use of the library's Internet access requires adherence to the Library's Internet Use Policy.

The primary contact person as specified on the Meeting Room Application is required to be physically present at the event when it takes place, and is responsible for their group's usage of the facility. Any abuse of library property or library rules will result in charges for repair and may result in loss of permission to use library meeting rooms. The primary contact person must also be responsible for insuring the room is returned to its original state no later than 15 minutes before closing time. This includes returning all library chairs, tables, and all other equipment to their proper place as well as any cleaning duties necessary to return the room to its original state. This includes the cleaning of the kitchenette and any of its appliances, dishes, and utensils. All trash must be deposited in garbage cans in meeting rooms. Failure to abide by these policies may result in an additional cleaning charge.

### ***Cancellation Policy***

To cancel a meeting room rental, the library must be notified at least 24 hours in advance. Any notice later than 24 hours will not receive a refund. Meetings cancelled due to an unexpected closing of the library may receive a refund or reschedule their event with a library staff member. Reservations may not be transferred or assigned to another group. The library reserves the right to cancel a reservation if necessary due to unforeseen closings or occurrences at the library.

### ***Advertising Policy***

The use of the meeting room by a non-library group will not be publicized by the library. All advertising is the responsibility of the group or individual utilizing the room, and should not include the library's phone number or imply that the library is sponsoring the event. Failure to adhere to this policy may result in loss of permission to use library meeting rooms.