

THE PUBLIC LIBRARY OF CINCINNATI AND HAMILTON COUNTY

REQUEST FOR MEETING ROOM

To request use of a meeting room:

- ✓ Read the Meeting Room Policy and Guidelines
- ✓ Complete the *Request for Meeting Room* application
- ✓ **For Main Library:** Submit completed application in person at the Main Library Information Desk, by mail to the Program/Exhibits Office, 800 Vine Street, Cincinnati, OH 45202, or by FAX to 513-369-4413
- ✓ **For Branches:** Submit completed application to the desired location in person, by mail, or by FAX

Questions may be directed to the Program/Exhibits Office at (513) 369-3173 or any Library location.

Today's Date:

Name of Organization:

Location of Meeting:

Date of Meeting:

Time Needed:

Estimated Attendance:

Briefly describe the purpose of your meeting:

Desired set-up:

(conference style, classroom style, auditorium style, number of chairs, etc.)

List equipment and supplies being provided by group:

Contact person:

Name:

Email:

Phone:

FAX:

You will receive a confirmation regarding meeting room availability.

Meeting Room Policy

As a way of supporting our mission and vision, the Library welcomes the use of its meeting rooms within the guidelines that accompany this policy. First priority in the use of Library meeting rooms will always be given to Library sponsored and co-sponsored programs and to programs held in cooperation with the Library.

Library meeting rooms are available free of charge for the following groups/individuals:

- Educational, cultural, civic, social, political, religious, or professional organizations
- Persons volunteering as tutors as part of a non-profit program

Library meeting rooms are not available to groups/individuals for:

- Promotion or sale of services
- Fund-raising purposes
- Campaigning activities
- Conducting classes for profit
- Conducting religious services

No admission or attendance charge or required donation may be assessed by any non-Library group using a meeting room.

Use of the meeting room does not mean that the Library endorses the purposes and policies of those using its meeting rooms.

Meeting room use may be denied to anyone falsifying a meeting room application or failing to comply with this policy.

Meeting Room Guidelines

Groups and tutors using Library meeting rooms agree to the Policy and to the meeting room guidelines.

1. Requests must be submitted in advance for approval and confirmation.
2. The Library will approve and schedule only those meetings which will not disturb other Library activities or patrons. All groups and tutors must comply with the Standards of Library Behavior. The Library reserves the right to withdraw permission for meeting room use when conditions so warrant and to stop meetings which interfere with the normal operation of the Library.
3. The person requesting use of a meeting room will be held responsible for the orderly conduct of the group and for any loss or damage to Library property.
4. In general, by requesting to use a Library meeting room, a group acknowledges its willingness to be addressed at some time during its meeting by a Library staff member.
5. Meeting rooms are available during public service hours or through special arrangement and must be vacated 15 minutes before closing.
6. Each group is responsible for its own meeting publicity, which must not include the Library's information as a contact.
7. In accordance with the Solicitation in the Library policy, groups will not be permitted to post signs or distribute materials on Library property without approval of the location manager. Unauthorized material will be removed.
8. Attendance is limited by meeting room seating capacity.
9. Refreshments may be brought into Library meeting rooms. The group serving them will be responsible for any clean up following the meeting. Alcoholic beverages of any type may not be brought into, served, or consumed on the Library's premises.
10. Organizations must use Library meeting rooms as they are furnished. Organizations giving less than 24 hours notice for meeting room use will be responsible for their own seating arrangement.
11. The Library does not provide any equipment or supplies for public use. Groups may arrange to bring their own equipment and/or supplies with prior notification on application. The Library is not responsible for equipment, supplies, or any other materials owned by the group and used in the Library.
12. Storage of personal property, equipment and/or supplies is not permitted in the Library.
13. Accidents must be reported to the staff member in charge who will report the incident according to Library procedure.
14. Meeting room use may be denied to anyone falsifying a meeting room application or failing to comply with this policy or guidelines.