

Meeting Room Policy

Users of library Study Rooms and Reservable Spaces should be familiar with Auglaize County Public District Library System policies. Library staff reserve the right to monitor usage and set time limits on reservable spaces to meet demand and provide access to all users.

Purpose

The library's study rooms and reservable spaces are designed primarily to meet the operational needs of the library and offer accommodations for educational, information, cultural, and civic functions of the Auglaize County community. They may not be used for private social functions or programs that violate library policy.

Events taking place in the reservable spaces may not be closed to any person due to age, gender, race, religion, national origin, disabling condition, or any other legally protected category.

Use and Care of Facility

Access to reservable spaces is not permitted outside of normal library hours for most rooms. Exceptions include New Bremen's Community Room and Waynesfield's Community Room, which will require special arrangements and permission. Preparation and clean-up time must be included in all reservation requests.

The rooms, furnishings, and equipment must be left in good condition. Furniture must be returned to its original setup when entering. Costs will be assessed if the room is left excessively littered or for any breakage, damage, or theft of library property.

There is no cooking of food, no open flames, and no alcohol allowed on library premises.

The library is not responsible for the loss of or damage to any equipment or material owned or rented by a group/organization meeting in the library.

Study & Meeting Rooms are appropriate for quiet study or work, study groups, or meetings. Noise level should remain consistent with the library atmosphere. Please use headphones with audio devices as possible. Lights must remain on in the room.

All meetings must conclude no less than 15 minutes prior to library closing; all attendees must leave by library closing. Multiple violations will result in revocation of library meeting room privileges.

The library may relocate any scheduled meeting if circumstances warrant.

Priority for use of meeting rooms and spaces is given to Auglaize County Library-sponsored events, meetings, or programs first.

Reservation Frequency

Study Rooms

Reservations are available up to 7 days ahead and can only have 2 reservations at any time.

Reservations are a maximum of 3 hours. Study rooms that have not been reserved are open to walk-in patrons on a first come, first served basis. The name on the reservation must match the name of the patron using the room.

Meeting Rooms

Reservations requests must be submitted at least 48 hours ahead of the event and no more than 3 months out. Reservations are a maximum of 3 hours. The name on the reservation must match the name of the patron using the room. Reservation requests do not guarantee that the room is booked. Library staff must review and approve or deny reservation requests and then notify requesters. When not reserved, some meeting rooms are open and available for general public use.

Donations are appreciated for use of meeting rooms as possible.

Cancellation and Failure to Show

The library reserves the right to cancel any reservation due to violation of library policy or in the event of a building or weather emergency. Groups may also cancel their reservations.

If those reserving a space do not arrive within 15 minutes of the scheduled start time, then it is considered a "No Show" and the library reserves the right to cancel that reservation. If there are two No Shows by the same person or group, the library reserves the right to cancel and/or not reserve spaces for that person or group in the future.

Publicity and Sales

Admission fees, sales, solicitations, or fundraising are not permitted within the library except for library-sponsored events.

The name and contact information of the library may not be used in any publicity except as a designation of location.

The library logo may not be used without written permission from Auglaize County Public District Library System.

Permission to use the reservable spaces does not imply the library's or City or County's endorsement or sponsorship of any meetings, groups, or beliefs.

Agreement

Requesting an online room reservation indicates that you agree with the above terms and conditions.

Board approved: 10/14/24.