

SANDUSKY LIBRARY
REGULATIONS FOR PUBLIC USE OF LIBRARY PROGRAM ROOM
AND CENTER FOR LIFELONG LEARNING

Approved by the Sandusky Library Board of Trustees May 18, 2004; updated May 16, 2006

The Library is pleased to make its Library Program Room and Center for Lifelong Learning available to the public when it is not being used by the Library for programs. The Library does not discriminate in making its premises available for use on the basis of race, sex, color, religion, disability, ancestry, national origin, place of birth, age, or political expression. Granting the use of the facilities does not imply approval by the Library of the group, the meeting, or the ideas presented at the meeting.

Meeting Room Guidelines:

1. All use of the Library Program Room is subject to the approval of the Library Director.
2. Library sponsored or co-sponsored programs take precedence over other groups at all times. The Library reserves the right to change or cancel reservations in emergency situations.
3. The room is available on a first-come, first-served basis. Groups are encouraged to reserve the room at least two weeks in advance. Same day scheduling will be done only at the discretion of the Library Director.
4. Applications for Library Program Room use are accepted *up to six months in advance*.
5. Advance notice of 24 hours is requested by the Library in the event that a scheduled meeting is to be cancelled.
6. Groups must consist of at least 8 individuals. Maximum attendance is determined by the local fire codes as well as space and parking limitations. An adult leader must be present at all times to supervise young people's groups. Young children accompanying adult users of the Library Program Room must not be left unattended in the Library.
7. Meetings must not be of a nature which would interfere with the normal operations of the Library. All meeting room activities must comply with the Library's Code of Conduct. Groups are expected to be out of the building 15 minutes prior to the Library's closing time, and groups may not enter the Library before regular hours. When circumstances so require, the Building Supervisor may terminate a meeting in progress.
8. The name, address, or telephone number of the Library must not be used as the official address or headquarters of an organization or for their programs. The Library should not be called for reservations for programs.

9. Publicity for a meeting by a non-library group in the Library Program Room must not be worded in a manner which would imply Library sponsorship of the group's activities.
10. Smoking is not permitted in the Library meeting room or on Library grounds or premises. No alcoholic beverages are allowed in the Library meeting room or on Library premises. Nothing is to be posted/taped on any walls. Burning candles or incense is prohibited.
11. Organizations may use the Library's TV, VCR/DVD player, laptop computer, and the screen. Please inform the Library prior to the meeting if any of these pieces of equipment is needed so that it will be made available.
12. Each organization assumes the full financial responsibility for any damages incurred resulting from the use of the meeting room facilities. Abuse of the facilities will be sufficient cause to deny further use of the room.
13. Room set up is each group's responsibility and must meet ADA Guidelines. Library chairs and tables are available for community use; no other furnishings can be brought in to the Program Room. Groups are responsible for cleaning up after their meeting and leaving the room as they found it. Organizations which desire to use the kitchen facilities in the Library's Program Room must arrange for such use prior to the scheduled meeting date. Simple refreshments may be served. A sink and refrigerator are available. However, the Library Program Room must be left in a neat, clean condition. Clean-up includes placing waste in the appropriate container and cleaning tables and countertops if you have served refreshments. Groups may bring in food that is ready to be served. Food is not allowed outside of the Program Room. Groups must provide their own paper products and supplies. Because of the proximity of the Library Program Room to the Center for Lifelong Learning, people using the room are expected to keep noise to a minimum. No amplifying equipment is permitted.
14. The Library is not liable for injuries to people or damage to or loss of property, equipment, supplies, or any other materials owned by a group or organization and used within the Library.
15. A copy of the Library's Rules of Conduct (Policy 2.12) and Unattended Child Policy (Policy 2.17) is included in this packet.
16. Failure to abide by any of these rules or to cooperate with Library staff may result in loss of Library Program Room privileges. Failure to cooperate with any of these rules, including the Library's Rules of Conduct (2.12), will result in denial of future use privileges.

The Library charges rental fees according to these classifications:

Class A

"A" rate applies to nonprofit groups and government agencies and departments for non-commercial use, meaning no admission fee, vendor fee, or donation is charged, requested, or taken. Events may or may not be open to the public. The class "A" rate is free.

Class B

“B” rate applies to nonprofit groups whose events or meeting involve admission fees, vendor fees, donations, or a commercial use. Events may or may not be open to the public. The class “B” rate is \$20.00 per hour.*

Class C

“C” rate applies to businesses, private individuals, or private groups. Admission or vendor fees may be collected and donations may be received during the events. Examples of “C” use include private parties, receptions, seminars, or workshops. The class “C” rate is \$25.00 per hour.*

*An additional fee of \$5.00 is required if applicant is bringing in refreshments.