

SANDUSKY LIBRARY
REGULATIONS FOR PUBLIC USE OF LIBRARY PROGRAM ROOM

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

As a service to the community, the Sandusky Library offers the use of the Library Program Room when it is not being used by the Library for its programs. The group which herein makes application for use of the Library Program Room of the Sandusky Library, in consideration for the use of the room for a nominal charge, agrees to hold the Sandusky Library, its Board, employees, and agents, harmless for any act or failure to act, damage, or loss to Library property, materials distributed, or viewpoints advocated, on the Applicant's part. This room is available to non-profit groups wishing to present programs or to hold meetings which serve the community's needs for education, information, and cultural enrichment, with the following provisions:

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. Groups may be limited to not more than four meetings within a calendar year when demand for meeting space requires this restriction.
5. Advance notice of 24 hours is requested by the Library in the event that a scheduled meeting is to be cancelled.
6. A \$10.00 fee for room use is required. An additional \$5.00 fee is required if you are bringing in refreshments. Please make your check payable to Sandusky Library and include it with your application. (Your fee will be returned if you do not use the room.)
7. Groups must consist of at least 10 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.
8. Meetings must not be of a nature which would interfere with the normal operations of the Library. 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. Meetings may not be scheduled on Sundays.
9. No applicant may sponsor a fund-raising or purely social program in the Library.
10. No attendance fee may be charged nor may a collection be taken up without the express prior approval of the Library Director.
11. For-profit programs are prohibited from the use of the Library Program Room.
12. 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.

13. 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.
14. Smoking is not permitted in the Library meeting room or on Library 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.
15. Campaign activities, defined as those activities directly related, pro or con, to the campaign of individual political candidates or ballot issues, are prohibited in the Library Program Room. Religious services are not allowed.
16. Organizations may use the Library's TV and VCR/DVD player, AV cart, and/or 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.
17. 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.
18. 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.

19. Attendance at each meeting shall be recorded on the form provided for this purpose. It is the responsibility of the group using the room to see that this form is completed and left at the Library.
20. 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.
21. A copy of the Library's Rules of Conduct (Policy 2.12) and Unattended Child Policy (Policy 2.17) is included in this packet.
22. 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.