

## **Meeting Room Policy**

The meeting rooms of Willoughby-Eastlake Public Library are available for use by non-profit, educational, cultural and civic groups within Lake County when the room is not being used for library activities. Meetings and programs must be free of charge. Events that are open to the public are given priority for meeting room space. Meeting space is available at the Willowick Library for social events and personal gatherings, such as birthday parties or baby showers.

The Library does not advocate or endorse the viewpoints of any group or individual. Meeting use shall not be publicized in such a way as to imply Library sponsorship.

Meeting rooms are available only when the library is open. Meeting room use, including clean-up, must end 15 minutes before the library's closing time. A group using a meeting room may rearrange furniture but must return the room to its original condition. Light refreshments may be served. All supplies are furnished by the group. The Library does not supply storage space for supplies. Alcoholic beverages, smoking, gambling and games of chance are prohibited. The Library reserves the right to charge a fee for damage to or loss of library property, contents, or grounds. Capacity is regulated by fire code.

Groups may request use of the meeting room on a regular basis for a period of four months at which time an application for renewal of meeting room space must be made. Renewal of meeting room use is contingent on the meeting room space needs for library activities and other community groups. Onetime programs will be scheduled up to one year in advance. The Library Board of Trustees reserves the right to limit the frequency of use of its meeting rooms; to cancel reservations and to review any or all applications before granting approval.

Meeting room programs must not interfere with library operations. The Library is not liable for injuries to people, damage to property, individuals or organizations using the meeting rooms.

Meeting rooms are not available for for-profit programs or organizations, except for the following: at the Library Manager's discretion, a for-profit organization offering a free service may be permitted to use meeting room space if the event is open to the public, and not for direct financial gain. Business name affiliation may be given, but advertisements may not be made or implied.

A parent or guardian must be present at all meetings of groups representing minor children. Children are not to be left unattended outside the meeting room. Messages from the circulation desk are conveyed only in an emergency.

Organizations presenting programs or conducting business meetings may wish to limit public comments during all or part of their meeting or programs. Any such limitations should be announced at the beginning of the meeting and should in no way interfere with the public's ability to attend, observe or listen to the program.

Education courses conducted by non-profit agencies may charge fees for learning materials or course credits, but the program must be open for observation to members of the public who do not pay fees.

### **Use of Willowick Meeting Room for Social Events and Personal Gatherings**

Depending on availability, all or one half of the dividable meeting rooms at the Willowick Library may be reserved for social events and personal gatherings.

The Library gives priority first to library use, second to use by educational/cultural/civic groups at no cost, and third to social events and personal gatherings.

### **Fees**

The full meeting room may be reserved for a two-hour minimum for \$40. Additional hours are \$20 per hour (\$15 for the last forty-five minutes before the library's closing time).

The initial two-hour rate for one half of the room is \$20. Additional hours are \$10 per hour (\$7.50 for the last forty-five minutes before the library's closing time).

### **Cancellations**

A full refund will be given if cancellation is received no later than 48 hours before the room reservation date. If the reservation is cancelled within 48 hours of that date, no refund will be given.