

**PUBLIC LIBRARY OF STEUBENVILLE AND JEFFERSON COUNTY  
BOARD OF TRUSTEES POLICY: COMMUNITY MEETING ROOM USE**

**APPROVED BY RESOLUTION NO: 08-09    OCTOBER 14, 2008**

**AMENDED OCTOBER 8, 2019**

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The Public Library of Steubenville and Jefferson County maintains a Community Meeting Room at the Main Library, intended to further the library's mission of facilitating the exchange of diverse information and ideas.

The **primary purpose** of the meeting room is to promote library services through programs, meetings and other library activities presented and/or sponsored by the library system.

When the meeting room is not being used for a library activity, the space will be available to the public for meetings of not less than 12 persons, nor more than 60 persons. Access is provided on equal terms, regardless of the beliefs or affiliations of individuals or groups requesting use. The library does not advocate or endorse the viewpoints of any group or individual.

The following rules apply to the use of the meeting room by organizations and the public:

- All meetings must be open to the public. Organizations conducting a business meeting or program may wish to restrict public comments during that part of the meeting.
- No admission fees may be charged. No products or services may be solicited or sold in the meeting room or on library property. No collections may be taken. Educational courses conducted by the sponsor of the program may charge for learning materials or course credits, but observation by members of the public who do not pay the fees is at the discretion of the sponsor of the course.
- Only fund raising events held by the library are permitted.
- Meeting room programs must not interfere with library operations. Music, singing, dancing and not permitted.
- The use of the meeting room for private social functions such as parties, card clubs, and receptions are not permitted. All functions must be held within regular library hours of operation.
- The library system assumes no liability for theft or damage to property brought onto the library property or for injuries, which occurs as a result of actions of sponsors or participants in activities in the meeting room.

- Community Meeting Room space is intended for specific events rather than regularly scheduled, on-going meetings. The meeting room may not be used by an organization more than four times per year, and the room can be reserved up to 60 days in advance. It must be reserved at least 7 days in advance.
- An application form, completed by someone more than 18 years of age, must be completed within 5 days of the initial request or the reservation will be cancelled. The library should be notified immediately if the program is cancelled.
- The room is booked in 3-hour blocks of time. On weekdays, the times are 10:00 - 1:00, 2:00 - 5:00, and 5:00 - 7:45. On Saturday, the times are 10:00 — 1:00 and 1:45 — 4:45.
- There is no charge for use of the meeting room by non-profit IRS 501(c)3 organizations, or governmental (local, state, federal) organizations if proper documentation is provided with the application. Others will be charged \$25.00 for room use within a one-day period.
- Permission to use the meeting room includes ordinary furniture and equipment that is part of the room's operations for the public. Set-up of the room will be provided if notified 7 days in advance of the date. Room arrangement cannot be modified the day of the event.
- The individual or group reserving the room shall be responsible for any damage or loss to the property.
- Only light refreshments may be served in the room, a coffee urn is provided for use if needed.
- Smoking is prohibited by Ohio Revised Code. The use of alcohol and any form of tobacco product is prohibited.
- Nothing may be mounted to the walls in the meeting room.
- The library is not responsible for managing registration of the meeting/event for which the meeting room is being used. List the business/organization's contact information for all forms of publication and promotion.
- Directions for your event may include the library's address and library's name on your promotional publications.
- The meeting/event will not be advertised or promoted by the library including listing your event in its newsletter or on its website and social media. All advertising and promotion is done by the business/organization and cannot include using the library's PLSJ logo.
- The Main Library reserves the right to terminate a program in progress if the above regulations are not being followed, and may prohibit any further scheduling of the meeting room. If the room is left in a disorderly fashion, the group can be invoiced for damage and repairs necessary.
- The Assistant Director and/or the Director of the library system, will make a final decision on the use of the meeting room.