Meeting Room Policy

PLEASE READ THIS POLICY BEFORE COMPLETING THE MEETING ROOM REQUEST FORM

For more information, contact Cindy at 937-492 8354 ext. 120 or
our Library Executive Director, Dr. Jenna Brinkman at 937-492-8354 ext. 102

Reserving Space

Reservations must be made at least two weeks in advance, but not more than six months prior to the event.
Requests for a reservation are submitted to the Library. A completed meeting room request form is required to use the Community Room and Lower Level Meeting Room*. Permission to use the Library meeting spaces will be granted on the basis of availability and at the discretion of the Library Director.

Board and Study Rooms

*You DO NOT need to fill out a meeting room request form to use our Library Board Room or one of our Library Study Rooms. These spaces are designed for 2-12 people. To reserve one of these spaces, please contact the front desk at 937-492-8354.

General Overview

The Amos Memorial Public Library is a public institution whose facilities are available to all on the same basis. The intent of this policy is to make the Library's meeting room and display spaces available on as widespread and equitable basis as possible for educational, cultural and informational community meetings, programs, trainings, displays and exhibits.

The Library prioritizes the safety and well-being of its patrons, staff, and the general public. In order to maintain a secure and welcoming environment, the library reserves the right to refuse a group's request to reserve library meeting space if security or police presence is requested, or if safety concerns are deemed to be significant.

NOTE: Meeting rooms at the Amos Memorial Public Library are reserved for library programming, non-profit organizations, businesses and other community groups and organizations. Not for personal parties including baby or wedding showers, graduations, birthday parties, receptions etc. Library sponsored programs will receive first priority after which other applications will be considered on first-come first-served basis.

Food and beverages are allowed in the meeting rooms with advance approval of the Library administration. The delivery of commercially prepared food such as pizza, sandwiches, salads, pasta and the like is permitted. The group is responsible for supplying all equipment and for immediate clean up. Smoking is prohibited throughout the Library.

Private property used, demonstrated, exhibited, shown or merely brought into the Library will be the owner's responsibility. The Library can assume no responsibility for private property used on Library premises, nor is the Library responsible for enforcing copyright restrictions for public performance of privately owned media. Library staff is not required to move or transport private property.

Any damages to Library premises or equipment as a result of group use will be paid for by the group responsible. Failure to comply with any part of this policy will result in the group or individual being denied utilization of Library meeting or display areas.

SHELBY COUNTY Libraries
shelbycountylibraries.org 230 E. North Street Sidney, OH 45365 (937) 492-8354

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Meeting Spaces

Use of the meeting space is subject to the conditions described below. Groups using the room are responsible for maintaining order.

- Tables and chairs are available for meetings of up to 80 people in the Community Room and 30 people in the Lower Level Meeting Room. Groups requiring special furniture arrangements may move tables and chairs accordingly. All furniture MUST be returned to its original arrangement by the group holding the meeting.
- Please clean up after your meeting. There are some cleaning supplies provided in each meeting room for you to use. If the trash is full, it can be disposed of in the dumpsters outside of the library.
- There is audiovisual equipment available for patrons to use in both the Community Room and the Lower Level Meeting room, including a projector, screen and laptop computer. We ask that you use caution and care when using any of the library's technology and please put everything back where it was before you came. If you are not sure how to use something, ask a Library staff member to assist.
- Admission may be charged, but is at the discretion of the Library Executive Director. ***Please contact her if you are planning to charge attendance for your event.*** There may be no solicitation of Library patrons before, during, or after the event.
- Public library buildings and grounds are defined as limited public forums. The public sidewalks around our libraries are traditional public forums subject to reasonable time, place and manner restrictions on those wishing to use them for purposes protected by the First Amendment. As such, the Library allows people to circulate petitions outside our facilities according to the following guidelines:
    - 1. Persons circulating petitions for signatures may stand on Library property, as long as they do not block entrances, exits, or interfere with patrons seeking to use the Library.
    - 2. Persons circulating petitions may not engage in collecting signatures inside the Library.

Promotion

The sponsoring group will be responsible for promoting its meeting and/or event. Shelby County Libraries is under no obligation to display advertising for outside groups, but if they choose to do so, all groups will be treated equally. Promotional materials should clearly indicate the name and contact information of the sponsor of the program and/or meeting in all publicity, as well as the display itself. If the name and address of the Library is used for directional purposes, advertising should indicate that the views do not represent those of Shelby County Libraries.

The fact that a group meets or displays materials at the Library does not in any way constitute an endorsement of the group's policies or beliefs. If a question is raised as to the objectives and activities of any organization, group, or individual requesting the use of Library meeting or display areas, the Library Board of Trustees shall be the final authority in granting or refusing permission for such use.

Bulletin Board Display

Items intended for bulletin board displays should be submitted at the Library Information Desk at Amos Memorial Public Library. Final determination will be made on the basis of availability of space and appropriateness of item. All items submitted for bulletin board display become the property of the Library.

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