

Defiance Public Library System

Meeting Room Use Policy

Approved Nov. 30, 2022

General

The Defiance Public Library System (DPLS) meeting rooms are defined as limited public forum spaces, generally for use by groups or individuals residing in Defiance County.

- There shall be no exclusion by the library from their use based on the points of view, beliefs or affiliations of the users, sponsors, or participants.
- Nothing in this statement prohibits the DPLS Board from adopting reasonable time, place, and manner policies regarding the use of meeting rooms.

All programs and meetings must be open to the public. No group may deny attendance based on race, creed, color, age, sexual orientation, disability, gender, religion, national origin, or citizenship.

All programs must be free.

- No fees, dues or donations may be charged or solicited by the sponsor or group for any program except to cover the cost of materials required for use at the program.
- Library director may make exceptions regarding fees, dues or donations for seminars, lectures and programs held in cooperation with the library, or for adult education courses sponsored by an established educational non-profit institution.

No business solicitations or sign-up sheets may be presented in the building, though presenters are welcome to leave their business cards for audience members to take if they choose.

- Authors and artists may offer their works for sale incidental to a lecture or performance.

Granting permission to any group, program, or organization to use the space does not constitute an endorsement by the Defiance Public Library System, its staff or board of trustees.

- Groups are prohibited from making statements in their advertising or meeting announcements that suggest Library sponsorship or endorsement.
- The library phone number and address shall not be used as a contact for information about the program. The library may share program information through its online calendar and/ or social media.

All activity in the meeting rooms shall comply with established Library policies.

- All agreements to use the rooms are temporary, revocable, and conditional.
- The DPLS reserves the authority to revoke the agreement in its sole discretion at any time for any lawful reason without penalty or liability, and to impose conditions upon the agreement in the public interest.

The meeting rooms are available for use free of charge by the library, town boards, civic groups and other non-profit groups and organizations for informational, educational, cultural, and civic needs, such as meetings, lectures, conferences, exhibits, films, etc.

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To reserve a room, the applicant must be a Defiance County resident aged 18 or over.

- The director or branch manager shall have the discretion to waive the residency requirement for
- groups meeting the criteria.
- Personal or family parties such as birthday parties, play dates, baby showers, etc. cannot be hosted in the meeting rooms.

The meeting rooms are available for use during the library's normal operating hours.

- Reservation times include setup and breakdown time.
- Rooms are available for use and may be reserved on days the library or branch library is open, except Saturdays.
- The Library meeting rooms are not available when the Library is closed.

The Library Director reserves the right to:

- Reclaim the use of the meeting room for Library programming with advance notice to the user whenever possible.
- Relocate a user to the room more suited for its size and function.
- Limit the annual number of reservations for any one organization.

The Library, at the discretion of library staff, may deny an application if:

1. The requested date and time is unavailable;
2. The application (including any required attachments and/or submissions) is incomplete;
3. The applicant or the person/group/organization on whose behalf the application is made contains a material falsehood or misrepresentation;
4. The applicant or the person/group/organization on whose behalf the application is made has damaged Library property on prior occasions and not paid for the damage;
5. The applicant or the person/group/organization on whose behalf the application is made is legally incompetent to contract or to sue and be sued;
6. The applicant or the person/group/organization on whose behalf the application is made has violated the terms of a previous Memo of Agreement for use of the Library;
7. The proposed use would present an unreasonable danger to the health and/or safety of Library patrons, visitors, employees, agents, volunteers, and/or other members of the public;
8. The proposed use is prohibited by law.

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If approved, the Memo of Agreement and Application will be signed by a representative of DPLS and returned to the applicant. Any application that is denied will be returned to the applicant stating the reason for such denial.

- Any applicant denied an agreement to use a room or denied a waiver of any condition of use may appeal the decision to Library Director within five business days, stating in writing the reasons why the denial of the license or waiver was erroneous.
- A decision will be rendered within five business days following receipt of the written appeal.
- If applicant does not receive satisfaction with response, the appeal may be raised to Board of Trustees.

DPLS reserves the right to impose reasonable and actual administrative costs on the user, including but not limited to necessary security, clean-up and traffic management costs so that same are not borne by the library and taxpayers.

Conduct

- While using the meeting room, user and accompanying parties must meet the *Defiance Public Library System Patron Code of Conduct*.
- No amendment, alteration or addition shall be made to the library's system components (electrical, lighting, network wiring, heating, doors, physical structure, or layout) by any organization.
- Flammable materials such as candles, matches, or incense are not permitted on the premises.
- At no time may fire lanes and emergency exits or handicapped parking spaces and entrances/ramps be blocked by vehicles or other objects. Illegal parking may result in vehicles receiving tickets, warnings or towing at the vehicle owner's own expense.
- No animals, except those trained to assist the disabled, are allowed in the building without approval by the Library Director.
- Parents or guardians attending an event/approved use of the premises must abide by the *Unattended Children's Policy*.

Responsibilities

- User is responsible for the observance of fire and safety requirements including but not limited to maintaining all aisles, doorways, and exits free and clear of all obstructions to permit unimpeded emergency access. If applicable, user must secure any required permits from local or state governing agencies/bodies.
- User is required to have an on-site supervisor who is at least 18 years of age who will be always present during the event/use of the room(s). Youth meetings require at least a 1:10 adult to child ratio.
- Fliers, brochures, or other printed information should remain in the meeting room and be removed from the meeting room at end of event/use. User is responsible for set-up and break-down for its event/use in the meeting room and is required to leave the space in a neat and orderly condition, including returning the furniture to its original location unless otherwise notified by Library

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personnel.

- User must remove all trash from the library immediately following the event/use and properly dispose of same.