

WHAT IS AVAILABLE AND HOW MUCH DOES IT COST?

Birchard Public Library is pleased to provide meeting and program space to community groups at no charge.

In an effort to keep library personnel costs for providing this service to a minimum, the meeting rooms have standard seating configurations. Generally there are two rooms available; one contains 4 tables and 25 chairs and a lectern. The other room contains twenty-five stacked chairs and two large wooden tables that must remain against the wall.

If the standard configuration is changed for the meeting, the room must be returned to the original configuration at the meeting's conclusion.

HOW DO I RESERVE THE MEETING ROOM?

Applications are available in the Administrative Office between 9:00 a.m. and 4:00 p.m. and at the Circulation Desk during all open hours. They are also available for printing from our website, www.birchard.lib.oh.us. Applications should be returned to the Administrative Office.

Shortly after you return the completed application form, you will receive in the mail written notice of approval of the request. Applications must be submitted early enough that approval can be made at least 48 hours before the meeting.

The library reserves the right to deny use of its meeting rooms. You are NOT permitted to use the meeting room until your application is formally approved.

MAIN LIBRARY HOURS

Monday - Thursday
9:00 a.m. - 8:30 p.m.

Friday
9:00 a.m. - 5:30 p.m.

Saturday
9:00 a.m. - 5:00 p.m.

On summer Saturdays, the library closes at 3:00 p.m.

Fax 419.334.4788

www.birchard.lib.oh.us

The library is not liable for injuries to people, damage to their property, or loss of property. Whenever injury or loss/damage to property occurs in connection with use of the meeting room, the incident must be reported immediately to the staff member in charge of the library and an incident report must be completed.

6/2009

MEETING ROOM



Birchard Public Library
of Sandusky County

We're here for you

423 Croghan Street
Fremont, OH 43420
419-334-7101

As a community service, Birchard Public Library makes its meeting room available for use by non-profit community groups when it is not being used for library activities.

The use of the meeting room for community meetings and programs must be in accordance with library policy. Please read the meeting room policy and rules carefully before requesting the room. We appreciate your cooperation.

WHO MAY USE THE ROOM?

The meeting room is available on equal terms to all non-profit groups in the community regardless of the beliefs and affiliations of their members. Persons scheduling the room must be at least 18 years of age.

All meetings and programs must be open to anyone who wants to attend and must be consistent with the informational, educational, and recreational purposes of the library. No solicitation is allowed. Only the library or Friends of the Library may sponsor fundraising activities or purely social functions in the library meeting room.

The library meeting room is not available for receptions or private parties. The use of the meeting room for personal political campaigns will not be permitted.

The Birchard Library Board of Trustees has determined that all programs on financial, estate or retirement planning, and related topics will be considered “for-profit” ventures and will not be permitted in the library meeting room.

MEETING ROOM RULES

Failure to abide by these rules and policies will be justification for denial of future use of the meeting room.

1. Library meetings take precedence over all other use of the meeting room, which is scheduled on a first come, first serve basis. If it is necessary for a library-sponsored program to pre-empt a previously scheduled non-library activity, as much notice as possible will be given.
2. The meeting room is available to non-profit community groups. Proof of non-profit status may be required.
3. The meeting room is available during regular library hours Monday through Saturday. The library opens at 9:00 a.m. each day. All meetings must end 15 minutes before closing. The room must be cleaned and vacated before the library closing time.
4. Unless otherwise agreed upon, publicity will in no way imply library sponsorship of the activity/meeting.
5. If a room set-up is changed, it must be returned to the original configuration.
6. Meetings must be free. No fees or donations may be collected. No merchandise may be sold. Business services may not be promoted at the meeting.
7. Meetings must be open to the public.
8. Items may not be posted on meeting room doors or walls, or elsewhere in the library.
9. The library cannot provide supplies; all supplies to be used in the meeting must be provided by the group.

10. Light refreshments may be served in the room. Refreshments are not permitted elsewhere in the library.

11. Groups are responsible for moving their own equipment into the library. Equipment may not be left at the library overnight.

12. The meeting room furniture and carpet must be protected from stains and damage.

13. Each group is responsible for cleaning up after themselves. A vacuum cleaner is available in the storage area off the meeting room.

14. Library staff will not take telephone messages for guests attending meetings.

15. Staff areas are off limits to meeting room guests.

16. “No Smoking” and “No Alcoholic Beverages” rules are strictly enforced.

17. Meetings must be conducted so as not to disturb others using the library.

18. Adults must be present and assume responsibility for children in their group. Children must not be left unattended in the library during a meeting.

19. Cancellations must be given to the library at least 48 hours in advance. Even in inclement weather, when 48-hour notice is not possible, the library should be notified of cancellations. It is also recommended that groups contact the library in inclement weather to be sure it is open.