

## Title: Community Room Policy

Effective Date: 9/19/16

Authorized By: Library Board of Trustees

Date of Last Revision: 11/20/24

### Availability

The Huntington City-Township Public Library will offer the following spaces as meeting and/or study rooms for public use.

- Flint Springs Community Room – recommended for up to 50 occupants
- Drovertown Community Room – recommended for up to 40 occupants
- Niptight Community Room - recommended for up to 12 occupants
- Boehmer Community Room - recommended for up to 16 occupants
- Plum Tree Community Room - recommended for up to 75 occupants
- Study Rooms 1- 3 – recommended for up to 2 occupants
- Study Room 4 - recommended for up to 3 occupants
- Staff Conference Room - recommended for up to 8 occupants
- Markle Community Room – recommended for up to 25 occupants

The Flint Springs and Drovertown rooms can be combined to create one room with a maximum occupancy of 90.

Events with food, drinks or other substances that may damage carpet can only be held in the Flint Springs, Drovertown and Boehmer community rooms. Food will not be allowed in the study rooms or staff conference room.

The meeting and study rooms may be used by any patrons of the library. A library card is not required for the use of the study rooms or staff conference room; however a valid library card will be required to book any other meeting room. This requirement may be waived at the discretion of the Director.

The community rooms and study rooms are available at no cost to any group.

The community rooms and study rooms may be used for the following purposes:

- Business meetings
- Club meetings
- Training
- Private parties or gatherings (available locations may be limited at the discretion of library staff)
- Individual or group study
- Individual or group work

The following activities are prohibited in the community rooms and study rooms:

- Any commercial or for-profit event
- Regular or repeated business office hours
- Client meetings meant to supplement or replace an office setting

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### Reservation

Community rooms may be booked in advance by completing the room request form on the library's website or in person at the reference desk. Community room reservations will not be made over the phone. Community rooms may be used on a walk-in basis at the discretion of library staff if the requestor holds an HCTPL library card in good standing.

Community rooms may be booked up to one year in advance. A group or individual may not book a room more than 2 times in one month for the same purpose and on-going bookings will be allowed for not more than one calendar year.

Each reservation must have a designated contact person who is at least 18 years of age. This person will be responsible for the room and any set-up and clean-up that must be done.

Study rooms may be booked up to one week in advance in person or by phone. Study rooms may also be used on a walk-in basis. Persons wishing to use a study room must check in at the reference desk before using the room. Study rooms will be booked for not more than 2 hours per event. Study rooms may be requested by any individual 13 or older.

Library volunteer tutors will take precedence over all other use of the study rooms. Tutors may book the study rooms up to 6 months in advance and may have unlimited on-going booking. Tutors may not book the study room for more than 15 minutes before or after their student is expected. Tutors may not book study rooms for more than 3 consecutive hours.

All reservations will be approved by assigned library staff. The Library Director reserves the right to deny or cancel any room request at any time for any reason.

### Guidelines

Library facilities may not be used for any meeting or event designed to financially benefit any individual or group either at the time of the meeting or at a future date. No donations may be solicited, except for non-profits at the discretion of the Director. No admission or other fees may be charged to attendees, except library or non-profit events at the discretion of the Director. No products or services may be advertised, solicited, or sold. Authors and artists may be allowed to sell materials as outlined in the Author and Artists Sales Policy.

Any use that is meant to supplement or replace an office setting for client meetings is prohibited. Any use which may contain confidential information should be exercised with extreme care and the understanding that the library is a public building and privacy is not guaranteed at any time.

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Approved use of the library facilities does not in any way constitute an endorsement of the group's policies, beliefs or activities by the library. Any misrepresentation of this fact will result in the loss of facility use privileges for the offending group. Groups who announce or advertise their meetings to the public must include the following disclaimer in their announcements or advertisements:

*This event and its associated viewpoints are neither sponsored nor endorsed by the Huntington-City Township Public Library or its staff.*

The community rooms and study rooms are available only during normal library hours. Early entry and after hours use of the Flint Springs and Drovertown community rooms may be allowed at the discretion of the Library Director. Library staff must be in the building at all times during events outside of normal hours.

Events must be concluded at least 30 minutes before the library closes and the room must be vacated at least 10 minutes before the library closes.

The designated contact person shall be held responsible for all activity in the room, including the set-up and clean-up of the facility. All tables and chairs should be left in a reasonable configuration, trash placed in plastic bags, floor swept as needed, and any spills wiped up. Library staff may be available to assist with set-up and clean-up with a minimum of 2 weeks notice of the need.

The Library is not responsible for items left in the rooms. The Library does not provide long term storage. Rooms may not be booked for the express purpose of storing items. Patrons may not book the room, leave their items, and then go to another area of the library. Personal belongings left unattended are subject to removal; repeated occurrences may result in cancellation or denial of future reservations.

No furniture or equipment may be removed from or added to any room without prior approval. Anything that is moved must be returned to its original place at the end of the event.

Nothing may be attached to the walls, doors or windows. Whiteboards or flipchart stands are available upon request.

The Library may provide audiovisual equipment to be used by the public. Any requests for audio-visual equipment must be made at the time of reservation. Staff assistance with the use of equipment may be available but is not guaranteed.

The group or individual using the facilities must agree to indemnify and hold Huntington City-Township Public Library harmless for any personal injury, lost or stolen articles, or damaged property owned by anyone using the meeting room facilities.

The use of alcohol, tobacco, vapes, illegal drugs, candles or other incendiary devices is prohibited in all areas of the library.

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A normal noise level and appropriate conduct will be expected of groups utilizing the facility. Parents/guardians are responsible for providing supervision for children before, during, and after any events occurring in library facilities. All individuals using the facility are required to comply with the Library's behavior policy.

Failure to comply with any of the terms of this policy or inappropriate use of the community rooms or study rooms may result in the loss of use privileges for the individual or group involved.

Any of the terms or conditions of this policy may be modified or waived, in part or in whole, at the discretion of the Library Director, except those related to commercial activities.