

# meeting room policies and guidelines

If you are a member of a local non-profit civic, educational or cultural organization, consider having your next meeting at the North Canton Public Library. A qualifying organization must complete the application for library meeting use and agree to the following policies and guidelines.

- The primary purpose of the meeting rooms at the North Canton Public Library is to provide facilities for library-related activities and programs. If a meeting room is not scheduled for a library-related function, as a community service, non-profit groups and organizations may schedule the rooms for civic, cultural or educational purposes. Reservations are considered on a first-come, first-serve basis. To ensure equitable use of library facilities, the library reserves the right to limit the number of hours a meeting room may be used by an individual or group.
- A North Canton Public Library Card Number is required to use the rooms. This number must be included on the meeting room application.
- The library does not advocate or endorse the viewpoints of any group using the rooms, and groups should not imply library sponsorship or endorsement in the publicity for the meeting.
- The library is not responsible for injuries to people, damage to, or loss of property by members of the group.
- All meetings should be non-soliciting and non-profit in nature, and must not disrupt the normal functioning of the library. Fundraising events and meetings that promote, advertise or lead to the sale of a product or service are not permitted.
- Use of the community rooms and conference room are free of charge. However, a fee may be charged if use of the room results in the need for repair or replacement of library furnishings or equipment or if additional cleaning is required by library staff. Any fees will be charged at the discretion of the library. Failure to pay the fee will result in the prohibition of future use.
- Refreshments may be served in lidded containers and wrapped packages only. No smoking is permitted.
- The rooms are available during regular library hours Monday through Saturday.
- Meetings may not begin before 10 a.m., and must end 30 minutes before the library closes.
- A completed meeting room application is required for each meeting, and will be accepted on a quarterly basis.
- A responsible adult, 21 years of age or older, must be present at all times for meetings involving children and teens. Children may not be left unattended in the meeting rooms or inside the library at any time.
- Decorations, posters and signs may not be affixed in the rooms or in the library without prior approval.
- The library cannot provide storage space for any group.
- Library staff is not available to assist with room set up or cleanup.
- Meeting room reservations may be cancelled at any time, but the library is not responsible for notifying members of the group in case of cancellation.
- The name, address or phone number of the North Canton Public Library may not be used as a mailing address for any organization or group using the rooms.
- The adult making the meeting room application must assume the responsibility for the group's behavior and for damages that occur as a result of the group's activities.
- The library will provide tables and chairs for meetings. The group is responsible for setting up tables and chairs, and restoring the room to its original condition after the meeting. Additional equipment available includes: podium, screens (meeting rooms only), dry erase board and chalkboard. Library programs have priority concerning the use of these items, however.
- Rooms will be assigned by NCPL staff, and may be reassigned when necessary because of library activities. Room assignments may be viewed on the library's online calendar, or by inquiring at the patron services desk upon arrival.
- In addition to the lower floor meeting rooms, a conference room located near the periodicals area, is available for small groups and study.