



Wood County District Public Library

251 North Main Street, Bowling Green, OH 43402
419-352-5104

Meeting Room Rules and Regulations

The meeting rooms of the Wood County Public District Library, (“the Meeting Rooms”) are for the use of the library and library-related organizations. When not required for such use, local organizations (for example: Historical Society, Genealogy Society, Chamber of Commerce, Scout meetings, etc.) are welcome to use the Meetings Rooms subject to the following regulations:

1. **Assignment and Use of Rooms:** Meeting Rooms are to be used only for educational, recreational, social and cultural programs for the benefit of the people of Wood County. The rooms can not be used for religious services. No use of a Meeting Room shall be permitted or allowed to continue, that disturbs the library’s primary functions and operations. The Library reserves the right to assign groups to a particular room and to reassign Meeting Rooms if necessary.
2. **Meeting Room Fee:** Payment of \$50 for up to two (2) hours will be required at the time of making reservation. Additional hour(s) will incur a \$10 per hour, or any part of an hour fee, when the room is reserved.
3. **Hours Available:** Meeting Rooms are not available before 10:00 am. A fee of \$150 per hour, or any part of an hour, will be charged for groups not vacating the Meeting Rooms before normal library closing hours. Any group wishing to stay after regular closing hours must make arrangement in advance with the Library staff. Permission to remain after regular closing hours will be approved only if staff is available to secure the building. Normally permission to use the meeting room after hours will be limited to no later than one hour after normal library closing hour.
4. **Non-Profit Activities Only:** Meeting Rooms cannot be used for profit-making purposes. They may not be used, for example, as “sample” meetings designed to exhibit goods for immediate or later purchase, or for the sale of services to be provided immediately or at a later time.
5. **No Admission Fees:** No admission fee may be charged for the use of Meeting Rooms. The soliciting of donations is prohibited.
6. **Application Form:** A Meeting Room Application and Agreement must be filled out by an adult, age 18 or older, representing the organization requesting use of the room, before a Meeting Room will be reserved. The person completing the form must remain in attendance throughout the meeting and will be responsible for the conduct of the group and for any loss or damage to library property and/or equipment, as well as for excess cleanup costs. The person completing the application serves as the primary contact to the public; please provide contact information that may be given out in response to inquiries about your event. Reservations are required a minimum of 48 hours in advance (excluding weekends and holidays). The number of people expected to attend must be reported for statistical purposes.
7. **Room Setup:** Groups are responsible for setting up the meeting room to suit their needs as well as putting away furniture and equipment after their meetings. The Library has very limited audio-visual equipment available, can not provide staff to operate equipment, and can not guarantee the operation of equipment that might be made available. If equipment is available, users are responsible for familiarizing themselves with the operation of equipment in advance of the meeting. It is recommended that users provide their own audio-visual equipment if possible. Tables and chairs are available.



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8. **Damages; Cleanup:** Any expense incurred by the library because of damage to the library building or grounds, or to library equipment, or because of excess cleanup costs will be charged to the group. The person signing the Application will be billed and will assume responsibility for payment of those charges.
9. **Scheduling Limitations:** In order to serve as many groups as possible, the room may not be reserved for more than two consecutive meetings within any one month, or more than two months in advance.
10. **Prohibited Substances:** No alcoholic beverages or illegal substances may be dispensed or consumed in any part of the library or library property. Tobacco use is not permitted on library property.
11. **Library's Right to Cancel:** The library reserves the right to cancel or suspend permission to use Meeting Rooms granted to any group or organization violating these rules and regulations or for any other reasonable reason, including the need to schedule the Meeting Room for library-related functions.
12. **Director's Authority:** If a question arises concerning a reservation, the Library Director shall have final authority to resolve the issue.
13. **Rooms Available:** Meeting room A (with kitchen) seats 50, meeting room B seats 40 auditorium style
14. **Disclaimer:** *The Wood County District Public Library Board of Trustees and the staff of the Library do not endorse or approve of any group applying to use library Meeting Rooms. The Board makes no endorsement, express or implied, of any non-library event held by any person or group using the library facilities pursuant to the Library's Meeting Room Rules and Regulations.* (A copy of the forgoing Disclaimer must be included in any advertising disseminated by the person or group using a library Meeting Room.)

Approved by the Wood County District Public Library Board of Trustees, June 11, 2003. Revised and approved April 9, 2008. Revised and approved March 10, 2010.



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Application and Agreement for Use of a Library Meeting Room

Group _____

Detailed Description of meeting _____

Individual responsible _____

Address/City _____

Telephone # _____

Date of meeting _____ Time _____ to _____

Attendance expected _____

Refreshments Yes No

Before/After Hours Yes No \$150 Before/After Hours fee _____

I have read this Application and Agreement and acknowledge receipt of the "Meeting Room Rules and Regulations". I have read the Rules and Regulations and I understand and agree to abide by said Rules and Regulations.

I further understand and agree that I must remain in attendance at the meeting scheduled pursuant to this Application and Agreement and that I will be held personally responsible for the payment of any damages cause to library property or equipment, or for excess cleanup expenses incurred by the Library as a result of our group or organization's use of library facilities or equipment.

I personally, and on behalf of the group I represent, agree to hold the Wood County District Public Library, its staff and its Board of Trustees, harmless for any damages or injuries to persons or property caused by my group or organization's use of Library facilities authorized by this Application and Agreement.

 Signature Date

 Library Representative Date

For Library Personnel

\$50 - 2 hours collected Check # _____ Cash _____
 \$10 additional hour(s) Number of additional hour(s) _____
 Fee collected Check # _____ Cash _____

_____ Initials of Staff Collecting Fee