



London Public Library

Meeting Room Policy

The J. J. Hartley Meeting Room of the London Public Library is available for use by civic, professional, government, educational and other not for profit groups, *when the room is not being used for its primary purpose, library related activities.*

Such use must take place in a responsible manner, without undue cost to the Board and without interference with library activity.

Meeting Room Use

- No admission fee may be charged, no collection may be taken and no purchase may be required of those who attend.
- Meetings planned by a company to promote, advertise or lead to the sale of a product or service are not permitted. Employee orientation and training are subject to approval by the Board of Trustees.
- The Board of Trustees reserves the right to review any applications and require sufficient time to make proper investigation before granting approval.
- Library programs take precedence over other meeting room activities.
- No alcoholic beverages may be served.
- Smoking is prohibited on library property.
- Each group is responsible for setting up the room and returning it to its original condition.
- Any food, beverages, waste or personal items left in the meeting room or kitchen on the day following a meeting will be discarded, and the group may be assessed a cleaning fee.
- The maximum capacity of the Hartley Meeting Room is 100; 50 if tables and chairs are used. This facility is handicapped accessible.

Reservations & Cancellations

- Reservations will be accepted for 3 months in advance of the date requested. The library reserves the right to limit the frequency of use of the room. The needs of the library take precedence over that of other groups.



- Reservations may be made via telephone (740-852-9543). However, request form, signed by the responsible party, must be on file at the library at least 48 hours prior to the scheduled use.
- The library reserves the right to cancel prior meeting room reservations with a minimum of 48 hours notice.
- Please notify the library as soon as possible if a meeting scheduled for the room has been canceled.
- In addition to several tables and a minimum of 50 chairs, groups may also request the use of a piano, screen, television and VCR/DVD Players, and overhead projector. The kitchen area contains a refrigerator, sink and microwave. Restrooms are located outside the meeting room.

Publicity

- The name, address or phone number for London Public Library will not be used as the official address or headquarters of an organization.
- The use of the meeting room by a non-library group shall not be publicized in such a way as to imply library sponsorship of the group's activities.

Fees and Liabilities

- The library charges no fees for the use of the meeting room, however, payment shall be made for any damage to or loss of library property. A cleaning fee will be assessed if the room is not left in the condition in which it was found.
- The meeting room may be reserved beginning 15 minutes after the library is open to the public and must end 15 minutes prior to closing
- The responsible party will check with library staff at service desk immediately prior to and following the use of the meeting room.
- The library is not liable for injuries to people or damage to property of the organization using the room.



London Public Library

Request for Use of Meeting Room

Name of Group: _____ Date: _____

Responsible Party: _____ Phone: _____

Address: _____

Number of participants expected: _____

Event: _____

Date: _____ Beginning Time: _____ Ending Time: _____

Complete information needed below:
Write "N/A" if not applicable. Do not leave blank.

| | |
|--|---|
| Chairs (50 avail.) Please indicate: # of chairs needed: _____ | Tables (six avail.) Please indicate: # Tables needed _____ setup configuration: |
| Kitchen Access | Overhead Projector |
| Projection Screen | VCR Player |
| Podium | DVD Player |
| Television | Other: |

As the representative of the group or organization listed above, I am responsible for the use of the meeting room as specified in the London Public Library Meeting Room Policy. Fax to 740-852-3691.

Signature _____