

# Meeting Room Policy

## General Policy

The purpose of the library’s meeting rooms is to provide a space for library and library-related activities. The needs of the library and Friends of the East Cleveland Public Library take precedence.

The library welcomes the use of its 3 meeting rooms during regular library hours. If meeting rooms are in demand, the library may limit an organization’s requests to one reservation per month. Meeting room applicants must assume responsibility for the *Conditions of Use*. Meeting rooms are intended to be a venue for meetings and special programs.

- Groups may reserve meeting rooms free of charge **12 times a year**. This includes educational, cultural, civic, political, professional, community, governmental or religious organizations (must have a permanent place of worship outside the library.)
  - ❖ A fee will be assessed if room is damaged and not cleaned up
- Groups may request a private meeting space for a fee- Private defined by ECPL is where access is totally limited to whom is invited
  - ❖ A fee will be assessed if room is damaged and not cleaned up

Meeting rooms may be scheduled up to three months in advance but must be submitted two weeks in advance. Meeting room applications are submitted online at (<https://www.eastclevelandpubliclibrary.org/meeting-room-reservations/>). The library will acknowledge receipt of applications within three business days. All applications are pending until approved by the library. Meeting rooms must be cancelled 24 hours in advance via the libcal email.

- The library recognizes the rights of individuals or groups to express their views if they abide by the library’s guidelines concerning use of the meeting rooms.

Large meeting rooms are equipped with multi-media presentation equipment for projection from ECPL laptops or personal laptops. Mobile multi-media equipment may be reserved for use in the smaller meeting rooms.

**The library reserves the right to revoke permission to use any meeting room if library rules and policies are violated.**

Centers and meeting rooms at the Main Library are available:	
Monday -Thursday, Saturday	10am-5:30pm
Friday, Sunday	Closed

## Conditions of Use

Each group using the meeting rooms must observe all library rules and policies and the following *Conditions of Use*. Library staff has the authority to ensure compliance with these Conditions. If there is non-compliance, the library reserves the right to refuse future meeting room requests or to require a refundable security deposit.

1. The library reserves the right to cancel or reschedule any meeting.
2. Meeting Room applicants must be at least 18 years old
3. Decisions on meeting room use are subject to review by the Library Board of Trustees.
4. Organizations may not run their nonprofit or business out of the library. Religious organizations may not use library meeting rooms as a permanent primary place of worship.
5. Meeting content, topics, subject matter, expressed points of view, or literature distributed do not necessarily reflect the views of the Library Board of Trustees, the administration, or staff. All publicity must carry the name of the sponsoring organization and shall not imply library sponsorship.
6. Time needed for setup and cleanup must be included in reserved time. Rooms cannot be opened before, nor kept open after, the reserved time.
7. Groups must abide by the ECPL Code of conduct.
8. Light refreshments may be served in rooms applicable. A sink is available in the Storytime room at no charge. However, no supplies are provided by the library. No storage facilities are provided by the library. No food may be left on the premises.
9. Rooms must be left clean. Groups are responsible for proper disposal of food, paper, or other remains from their meeting. Groups are responsible for any loss or damage to library property and deposit will not be refunded if any necessary repair or replacement and/or cleanup is needed.
10. The library assumes no liability and the group releases and holds the library harmless from any claims, actions or liabilities arising out of, directly or indirectly, the organization's use of the meeting rooms, including without limitation, injuries to any persons using the meeting room from any food served and activities conducted, or damage to or loss of property, including computers and other electronic equipment, belonging to individuals or groups using the meeting rooms.
11. No admission fees may be charged; no collections may be taken; no donations may be solicited; and no items may be sold.
12. Tuition may be charged by non-profit library and educational institutions only upon the prior approval of the Library Director.
13. Meeting-related signs may not be posted in the library.
14. No tape, thumbtacks, or related adhesives may be used on library walls or equipment.
15. No literature may be distributed on Library property outside of the meeting room.
16. Groups shall not exceed the legal posted capacity of the meeting room and hallways may not be used as part of the room rental. Capacity of the meeting room is regulated by fire code.
17. Rooms must be booked at least fourteen (14) days in advance and the main auditorium can only be booked for groups of 10 or more.
18. Abuse of ECPL staff will not be tolerated
19. If a group does not show 30 minutes into their reservation the room will be opened for availability
20. When the library must close due to an emergency, reasonable effort will be made to notify groups scheduled to use the meeting rooms. Fees will be refunded if the library is unable to reschedule. When in doubt, please call the library or visit the library's social media pages or website at [www.eastclevelandpubliclibrary.org](http://www.eastclevelandpubliclibrary.org).



21. Groups are responsible for any loss or damage to library property and will be assessed the cost of repair or replacement.

ECPL Item Charge	Damage/ Replacement Cost	Repair Cost
Projector	\$2000	TBD
Laptop	\$300	N/A
Microphone	\$75	N/A
Podium	\$500	TBD
PA System	\$500	TBD
Chairs	\$100	TBD
Tables	\$100	TBD
Carpet Cleaning	Price depends on room damaged	N/A

THE EAST CLEVELAND PUBLIC LIBRARY RESERVES THE RIGHT TO ALTER AND AMEND THE RULES GOVERNING THE USE OF THE MEETING ROOMS WITHOUT NOTICE, AND TO CANCEL ANY AUTHORIZATION PUSUANT TO THIS APPLICATION FOR ANY REASON DEEMED SUFFICIENT BY IT. BY SIGNING THIS APPLICATION THE UNDERSIGNED AGREES TO THESE TERMS AND PROVISIONS.

Please Print Name

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Booking Submitted Online: Yes or No – Final booking approval will be subject to online approval

Phone # of Person completing the form: \_\_\_\_\_

Administration

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Have questions about this form? Please contact the Room Reservation team at 216.541.4128 ex. 6255**

Meeting Space Location	Meeting Capacity	Hourly Rate for PRIVATE meetings
Judge Una Keenon Local History Room	40	\$20 Per Hr.
Flewellen	40	\$20 Per Hr.
Lower Auditorium	60	\$20 Per Hr.

## ECPL Meeting Room Fee Schedule

Rates vary depending on size of the room. Capacities vary depending on set up options. Social/for-profit groups must pay in full within 7 days of approval or the room will be released. If a meeting room application is submitted less than 14 days before the requested meeting time, all fees must be paid in full before the requested meeting time. Fees may be paid via cash, money order, credit card or check (payable to East Cleveland Public Library.) A processing fee of \$35.00 will be assessed for a returned check. The library reserves the right to refuse to accept checks from a customer who has had previous checks returned. Reservation fees will be refunded only if cancellation is received at least 2 days prior to event. The library issues refund by check only. Groups are responsible for notifying the library of cancellation of a meeting in addition to notifying group members and/or the audience.

**\*ECPL reserves the right to charge groups for special room set ups and last-minute meeting room accommodations.**