

**CLEVELAND PUBLIC LIBRARY**

**Board Meeting**

February 19, 2015

**RESOLUTION ADOPTING REVISED POLICY ON MEETING ROOM USE**

WHEREAS, On October 16, 2012, the Board of Trustees of the Cleveland Public Library approved and adopted a Policy on Meeting Room Use, which was effective October 18, 2012; and

WHEREAS, The Meeting Room Policy codified the procedures the Library had had in place for the use of its facilities for a number of years; and

WHEREAS, Library Leadership and this Board have had occasion to reexamine some of the provisions of the Meeting Room Policy in light of a recent request from the Republican National Committee to rent out Cleveland Public Library facilities for political activities during the Republican National Convention in 2016; and

WHEREAS, After careful consideration of a number of comparable public libraries in Ohio and other states, and the recommendations of the American Library Association, this Board desires to remove the prohibition in the Meeting Room Policy on “political demonstrations, rallies, or campaigns for specific partisan political issues or candidates”, in order to make the Library available to a broader spectrum of civic activities; and

WHEREAS, This Board further desires to clarify that the meeting room policy applies to the use of designated meeting rooms during the hours of regular operation of the Library, and that off-hour rentals of Library meeting rooms and other Library facilities shall be governed by a separate policy; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby approves the revised Policy on Meeting Room Use, as attached, to be effective February 20, 2015.



## **POLICY ON MEETING ROOM USE DURING LIBRARY HOURS**

The Library provides designated meeting rooms and spaces, including Louis Stokes Wing Auditorium, that are available for meetings that are educational, cultural, religious, or civic in nature. Meeting rooms are not intended to function as administrative offices for organizations or individuals. If space is available after Library-related obligations have been met, meeting rooms are available to organizations or individuals for programs and meetings when such will not interfere with normal use of the Library and the use is consistent with this policy. This policy shall apply to the use of Library meeting rooms and the Louis Stokes Wing auditorium during regular hours of library operation.

### **RULES FOR MEETING ROOM USE**

The Library shall schedule non-Library meeting room use after the needs of the Library have been met.

The Library reserves the right to attend any meeting held in its facilities to ensure no illegal activities are occurring on Library premises. The public cannot be excluded from general meeting room use.

Non-Library-sponsored groups are not permitted to charge admission or registration fees, and no products or services may be sold on Library premises. No collections are permitted.

Meetings held in Library meeting rooms must not disturb Library operations. The Library reserves the right to stop meetings that are disruptive to Library operations. Groups that disturb Library operations may be denied future use of meeting rooms.

An adult (aged 18 or older) associated with the group must complete the meeting room application and shall be responsible for all costs and damages resulting from use of Library meeting rooms.

Groups may reserve Library meeting rooms a maximum of 15 times in a 12-month period.

Meeting room reservations will end 15 minutes before the Library closes, unless prior arrangements have been made with Outreach & Programming Services.

At the time a meeting room is requested, the applicant for the meeting room should indicate whether or not refreshments will be served. If refreshments will be served, a cleaning fee may be assessed if the group fails to contain all food at the end of the meeting.

Requests and arrangements for specific room setup are subject to availability and must be made at least ten days prior to the meeting. The Library may offer the following setup options, depending on the room: classroom set up (tables and chairs) or auditorium seating (podium with chairs facing front (no tables).

If audio and projection equipment is desired, requests and arrangements must be made at least ten days prior to the meeting and are subject to availability. If the group requires staff time to operate AV equipment, an hourly fee will be charged.

Groups of fewer than five may not reserve meeting rooms in advance but are permitted to use them on a first-come, first-serve basis, depending on availability.

Attendance at meetings may not exceed the maximum number of people certified by the Fire Department as the occupancy limit for the room.

Smoking is prohibited on Library premises.

The Library is not responsible for equipment, supplies, materials, or other items owned by a group and cannot provide overnight storage for any group.

Groups using the Library meeting rooms must not use advertising and/or publicity that imply their programs are sponsored, co-sponsored, endorsed, or approved by the Library, unless written permission to do so has been previously given by the Library. No group is allowed to tack or tape anything to walls or doors.

The Library reserves the right to reject any application if it is determined that the organization has abused its past privileges in using the meeting rooms as determined by the Library, including, without limitation: disruptive behavior, vandalism, theft, failure to appear for a scheduled meeting and/or failure to exit the building on time.

The Library reserves the right to cancel or change the location of any meeting if circumstances so demand and will endeavor to give at least 24 hours' notice of cancellation or change. The Library reserves the right to cancel meetings with less than 24 hours' notice due to acts of nature or situations warranting an emergency Library closing. The contact person listed on the meeting room application will be notified.

Library staff will meet the group on the day of the meeting to provide access to the room and confirm the attendance on the day of the meeting. This information will be noted for statistical purposes only.

## **FEES FOR MEETING ROOM USE**

There may be fees associated with meeting room use. Fees are quoted upon request and set by the Library Board of Trustees. Outreach & Programming Services will approve any charges for meeting room use and accept payments. Payment is due within seven (7) days of requesting a reservation. After seven (7) days, payments will be considered late and pending reservations may be cancelled.

Fees may be incurred in the following instances:

- When the event is anticipated to have 50 or more attendees.
- When refreshments are served in a CPL facility, a cleaning fee may be assessed.
- When AV equipment is requested and staff assistance is required.

A fee shall be charged for the rental of the Louis Stokes Wing Auditorium. All cancellations for the Auditorium must be made in writing and received no later than fifteen (15) days prior to the event date and are subject to a \$50 administration fee. If an event in the Auditorium is cancelled less than fifteen (15) days prior to the scheduled event date, a 25% cancellation fee based on the Auditorium use fee and the \$50 administration fee will be assessed.

If the Library has to cancel the reservation due to a Library event or closure, a full refund will be issued. Refunds will not be issued if the event is cancelled by the Library due to noncompliance with the Library's Meeting Room Policy.

## **USE OUTSIDE OF REGULAR LIBRARY HOURS**

Use outside of regular Library hours is governed by the Library's Policy on Use of Library Spaces Outside Regular Library Hours.