



## Meeting Room Policy

*Approved by the Board of Trustees on July 15, 2021.*

The Franklin-Springboro Public Library (FSPL) meeting rooms are available free of charge during operating hours to local non-profit, civic, cultural, and educational groups. The meeting rooms are a community resource, but the FSPL does not endorse the purposes and policies of organizations using the meeting rooms.

**FSPL programs take precedence over other meeting room activities.** Approval of meeting room requests is made with regard to the operational needs of the whole library, including available parking, staffing levels, and time constraints. The FSPL reserves the right to review all applications and may demand sufficient time to make proper investigation before granting approval.

**Library meeting rooms may NOT be used for:**

- Political campaigning or signing of petitions (organizational meetings are allowed).
- Fundraising purposes or monetary gain.
- Promotion or sale of services (internal staff meetings are allowed).
- Conducting classes for profit.
- Private social events.

**Guidelines – Violation of these guidelines will revoke all future meeting room privileges.**

1. All meetings must be open to the public and news media.
2. Representatives must be 21 or older and in good standing according to the FSPL Patron Behavior Policy.
3. Requests must be submitted in advance. Approval with date and time confirmation or denial of use sent via email. **Reservations are NOT confirmed until written approval has been received.**
4. Technology must be checked out on the representative's library card and returned upon leaving.
5. The representative is responsible for the group and any loss or damage to FSPL technology or property.
6. No registration requirement, admission fee, attendance charge, or donation requests allowed.
7. Food and non-alcoholic beverages are permitted.
8. Rooms must be clean and left in their original condition. If professional cleaning is required, charges will be passed on to the representative.
9. No illegal activity or activity prohibited by library policy may be conducted.
10. No open flames, chemical usage, or any other activity deemed dangerous by the library.
11. Meeting attendance cannot exceed the maximum occupancy for the room.
12. Children must be supervised by an adult at all times.
13. The FSPL's name, address, or phone number may not be used as the headquarters of an organization.
14. Organizations are responsible for their own meeting room set-up.
15. No storage space or receiving of group's materials provided. Items left will be discarded.
16. Reservations limited to twice a month and only three months in advance.
17. Requests considered on a first come, first served basis.
18. The FSPL reserves the right to re-assign a meeting room based on the size of the group.
19. The FSPL reserves the right to cancel reservations without notice in cases of weather closings or any unsafe building conditions.
20. Notify FSPL as soon as possible regarding cancellations of meeting room usage.
21. The FSPL is not liable for injuries to people or damage to property for anyone in the meeting rooms.

## Study Room Policy

FSPL study rooms are to be used on a first come, first served basis for individual or small group work or study and are to be used in accordance with the FSPL's Meeting Room Policy and Guidelines.



# Meeting Room Request Form

Franklin Library • 44 E. Fourth Street • Franklin, Ohio 45005 • 937-746-2665 (Voice)  
Springboro Branch • 125 Park Lane • Springboro, Ohio 45066 • 937-748-3200 (Voice)

Date needed: \_\_\_\_\_ Location (circle one): Franklin Springboro

Time (from): \_\_\_\_\_ (to): \_\_\_\_\_

**Please allow time to set up and clean up. Meeting room must be vacated five minutes prior to Library closing.**

Purpose of Meeting: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Will refreshments be served (circle one)? YES NO

Will your group require access to presentation software or technology (circle one)? YES NO

Name of Organization: \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Library Card Number (Required): \_\_\_\_\_

Email Address: \_\_\_\_\_

May the library give your telephone number to anyone inquiring about your organization? YES NO

**The undersigned has received and read the Franklin-Springboro Public Library's Meeting Room Policy. The undersigned agrees to assume responsibility for the preservation of order at the Franklin-Springboro Public Library (hereafter referred to as the Library) and liability for any damage thereto and for the observance of all policies, rules and regulations of the Library and further release the Library, and their respective officials, employees, and agents from any liability of any kind whatsoever arising out of participation, organization and/or sponsoring the use of the Library Meeting Room. The undersigned further agrees to indemnify and hold harmless all of the aforementioned parties from and against any and all actions, causes of action, losses, damages, liabilities, and claims, and all fees, costs and expenses of any kind related thereto (including without limitations, reasonable attorney's fees), arising out of or resulting from claims based upon or related to participation, organization and/or sponsorship of use of the Library Meeting Room.**

**The undersigned is at least 21 years of age and intends to be bound by this agreement.**

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Date

**Please be aware when submitting this form by email or in person, approval of this request by a library staff member is necessary. You will be contacted via phone or email to verify approval.**

## LIBRARY USE ONLY

Application Taken By \_\_\_\_\_ Date \_\_\_\_\_

Contacted patron by: phone email in-person mail

Comments: \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Reason for Denial \_\_\_\_\_

Approved/Denied By \_\_\_\_\_ Date \_\_\_\_\_

Meeting Room: Hankinson A/B Novak SPR Mtg. Rm. Garland Conference