

CUYAHOGA FALLS LIBRARY
2015 Third Street Cuyahoga Falls, Ohio 44221
Phone: (330) 928-2117 Fax: (330) 928-2535

MEETING ROOM APPLICATION

Date of Meeting: _____ **Date of Application:** _____

Name of Nonprofit Organization: _____

Meeting Description/Purpose: _____

Meeting Time: _____ **to** _____ **Number Expected:** _____

When not in use by the library, meeting rooms are available 9 am to 8:45 pm Monday through Thursday, 9 am to 5:45 pm Friday, 9 am to 4:45 pm Saturday. Meeting rooms must be vacated no less than 15 minutes before library closing time. All reservations require an approved application. "No Shows" may be restricted from future meeting room use. The library reserves the right to change room assignments to assure best possible use of the meeting facilities. Preference is always given to library sponsored programs.

I assume responsibility for my groups conforming to the library's Rules and for any damages to library property by members of the group. It is understood that the library has no obligation or responsibility for damage, injury, loss, or disappearance of property or to persons for any reason in connection with the use of the premises. I also understand that smoking or use of tobacco is prohibited on library property.

PLEASE PRINT

Contact Person: _____

Role/Title: _____

Address: _____

Phone: _____ **Email:** _____

Cuyahoga Falls Library Card Number: _____

CUYAHOGA FALLS LIBRARY - MEETING ROOM POLICY

INTENDED USE

The primary purpose of the library meeting rooms is to provide facilities for library-related activities. When not in use by the library, rooms may be reserved by groups.

- All meeting room groups must have an approved application on file before reserving a room.
- Meeting rooms can be reserved once a month by non-profit 501c3 and non-commercial educational, cultural and community groups (subject to availability).
- Meeting rooms can be reserved up to 3 months in advance.
- Meeting rooms are intended for groups of five or more. Attendance may not exceed fire code occupancy limits.
- Meeting rooms are **not** intended for commercial businesses, private/social use, study, tutoring, or one-on-one discussions. Individuals and small groups in the above categories are encouraged to use a private study room.
- The group is responsible for the setup and tear down of tables/chairs.
- The library reserves the right to pre-empt scheduled meetings for special library activities.
- The library also reserves the right to attend any meeting held in its facilities.
- All meeting room activities must be free and open to the public.

SET-UP AND TAKEDOWN

Tables and chairs will be provided by the library. Meeting organizers are responsible for set-up and take-down. Groups must end the meeting or program, clean up, move tables and chairs (as needed) and exit the meeting room 15 minutes before closing time. The room must be left in the condition in which it was found.

LIMITATIONS

- Private social events, religious services or instruction, and sale or promotion of a commercial product or service are not permitted.
- All meetings must be open to the public, and no fees may be charged.
- Storage of equipment or supplies is not permitted.
- Smoking or the use of tobacco is prohibited on library property.

EQUIPMENT & SUPPLIES

Audio-visual equipment is unavailable (includes computers, projectors, extension cords, PA system). A pulldown screen is available in each room. Groups are encouraged to bring their own equipment. Wi-Fi is available in all meeting rooms. Supplies such as flip charts, markers, pencils, pens, and paper must be supplied by the group.

PUBLICITY

The use of a room by any non-library organization shall not be publicized in such a way as to imply library sponsorship.

RESPONSIBILITY

Groups are responsible for loss or damage to library property. The library is not liable for injuries to people or any loss or damage of property of organizations using the meeting rooms. An adult (21 years or older) must book the meeting room. Children and youth groups must have at least one adult advisor present for every 25 children.

REFRESHMENTS

Light refreshments may be served in all meeting rooms. Alcoholic beverages are not permitted. Groups are responsible for clean-up. Cooking and open flames are not permitted.

Questions? Please call 330-928-2117 or send a message to mail@cuyahogafallslibrary.org

I have read and agree to the terms of this application and the library's meeting room policy.

Name: _____ **Date:** _____