



Meeting Room Policy

Use of Library Meeting Rooms

Newark Library and some branch libraries of the Licking County Library have meeting rooms. These rooms are intended primarily for library-related activities such as story times, film programs, book reviews, staff meetings and training, discussion groups and other events sponsored by the Library and intended to encourage use of library materials and services. When these rooms are not needed for library-related activities, they are made available to non-profit community groups at Newark Library and applicable branch libraries. Additionally, private or public corporations, organizations or businesses may book various meeting rooms on a fee basis. In all cases the use of the rooms must be in accordance with the meeting room policy adopted by the Board of Trustees of the Licking County Library.

Library meeting rooms are available under the following conditions:

- Free use of meeting facilities at Newark library and applicable branch libraries is limited to educational, cultural, civic, social, political, religious, professional or other non-profit organizations. These meetings must be open to the public.
- Meeting rooms may be used by private or public corporations, organizations or businesses, for a fee as determined by the Board of Trustees. These meetings are NOT open to the public.
- Parties, weddings or showers of any kind are prohibited.
- Library meeting rooms are available during regular library business hours.
- Branch meeting rooms shall be governed by the same rules and procedures, and shall follow the same fee structure as the Newark Library meeting rooms. Fees collected for branch libraries meeting rooms, (excluding the Emerson R. Miller Library), are payable to the lessor. (i.e. Friends of Buckeye Lake Library, Mary E. Babcock, Inc.)
- The library may permit presenters at library-sponsored programs to sell merchandise related to the subject or activity of their programs. The library will grant this permission either to reduce the cost of the program to the library or to raise funds for the Friends group.
- Special room arrangements may be requested, but cannot be guaranteed.
- The Library can provide certain AV equipment for use in the Library's meeting rooms; however, this equipment must also be booked at the time of booking the meeting room.
- The Library cannot provide technical support or operators nor can it assume any responsibility for non-Library equipment.

- All publicity by the organization or business about the meeting must state clearly that the Library is merely the site of the meeting and not its sponsor. Additionally, any use of the Library's logo is expressly prohibited. The agreement with the Library to make meeting room space available does not imply that the Library either advocates or endorses the viewpoints expressed in the meeting, or by meeting sponsors or speakers. If the organization or business engages speakers to address the meeting, the organization is responsible for all arrangements regarding the speaker.
- All meetings must be conducted in an orderly manner and in accordance with the rules and regulations set forth in Newark Library and applicable branch libraries.
- Each Library agency will develop rules and regulations for the use of the meeting rooms based on its experience with the use of the space by groups in its community. These rules will determine the frequency of use and number of advance bookings that may be made by an individual group; consequently, rules and regulations may vary between agencies.
- As indicated earlier, Library meeting rooms are made available to outside groups only when they are not needed for library purposes. On the rare occasion that the Library finds it must use its space unexpectedly for its own purposes, even though a community group has reserved it, the Library will make every effort to provide the group alternate space or an alternate meeting time in library space. In reserving a Library meeting room, an organization assumes the risk that the Library may need to preempt the space for its own purposes.

This policy does not restrict the Library, however, from engaging commercial or professional resource people as speakers in library-developed and sponsored programs nor does it prohibit the Library or its affiliated groups such as the Friends of the Library from using meeting rooms for book sales and other fund-raising events, the purpose of which is to support the needs and mission of the Library.

The Library reserves the right to deny the use of the meeting room to any group that does not meet the above criteria or that violates the policies for the use of the room.

The Library Board of Trustees authorizes the Library staff to implement this policy, but it reserves the right to review any or all applications for the use of the meeting room and shall have final authority to grant or refuse permission for use of the meeting room if implementation of this policy is questioned. The Board of Library Trustees reserves the right to amend this policy at any time.



Guidelines for Study Room Use:

- Rooms can be reserved in person, by telephone or through our online reservation software on a first-come, first-serve basis.
- Study rooms may be reserved one month in advance.
- Individuals ages 14 years old and older may reserve a study room.
- There is a room capacity limit of six (6) persons.
- Room reservations are held for 15 minutes. After 15 minutes the room may be booked for another user. Please notify the Library as soon as possible if you need to cancel so that others might use the room.
- If all rooms are in use, there is a 2-hour guaranteed time limit. If there is no one waiting for a room, you may extend your time of up to two (2) hours; not to exceed four (4) hours maximum for the day. This room cannot be used to hold regular office hours.
- Rooms must be vacated by 15 minutes prior to closing.
- Trash should be disposed of before leaving and the room is to be left in clean condition. Any food deliveries must be accepted outside of the Library.
- The Library's rules of conduct apply in the study rooms.

Misuse of study rooms and guidelines may result in loss of Library privileges.

(Effective March 1, 2023)