

Meeting Room Policy

The primary purpose of meeting rooms at the Dover Public Library is to provide a space for library and library-related activities. If available, meeting rooms will be available for community use. The needs of the Library, the needs of the Board of Trustees, and the needs of the Friends of the Dover Public Library will take precedence. Library meeting rooms are for the use of:

- Library programs and events
- Library Board of Trustees meetings
- Library staff meetings
- Meetings of library-affiliated organizations
- Public meetings of non-profit groups for civic, cultural, or educational programs
- Public meetings of general interest to the community
- Individuals for study and collaboration

Use of the library's meeting rooms are subject to availability and adherence to the following policies and guidelines.

The library is committed to providing a safe and welcoming space for all. As such, the Library's Patron Code of Conduct Policy applies to individuals and groups in all spaces of the library, including meeting rooms.

Those wishing to use the library meeting rooms must read and acknowledge the library's Meeting Room Policy. Library-sponsored activities, as stated above, will have first priority. Reservations will be accepted on a first-come, first-served basis. The room reservation must be made by an individual, over the age of 18, who will be in attendance throughout the meeting, and who will be responsible for returning the room to its original condition.

Use of library meeting rooms must be approved by the Library Director or designee.

No admission may be charged for any meeting, except for library-sponsored programs.

No sales or soliciting is permitted. Meeting rooms cannot be used for commercial or profit-making purposes. However, for the purposes of fundraising or book signings, only events sponsored by the library or the Friends of the Library are permitted. The library may permit

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presenters at library-sponsored programs to sell merchandise related to the subject or activity of their programs.

Any event organized by a campaign committee or group designed specifically to promote or oppose a candidate or ballot issue is not permitted use of the Library's meeting rooms. Permitted are meetings at which candidates will discuss current election issues, provided the event is hosted by a non-partisan and non-profit organization and all candidates for the same office have been invited. Meetings held by elected officials to gather input or communicate with his/her constituents are permissible.

Groups or organizations using library meeting rooms must adhere to maximum capacity standards. Evacuation routes are posted in all library meeting rooms.

Library meetings rooms are available during normal Library operating hours and is provided free of charge. Meetings must be finished by the time the library closes, unless approved by the Library Director.

Library meeting rooms are not available for private parties or meetings of a strictly social nature unless sponsored by the Library or the Friends of the Library.

Meetings and programs must be open to the public and free of charge. The person making the room reservation, who must be an adult, is responsible for the orderly conduct of the group, and in the event of any damage to library property and/or equipment that individual will be liable. Young children accompanying adult users of library meeting rooms shall not be left unattended in the Library.

Alcoholic beverages are prohibited, except in cases where special permits and licenses are approved for board-approved library events. Groups serving refreshments are responsible for providing all serving utensils and for cleaning up following their meeting. Smoking is prohibited.

Storage of personal property, equipment and/or supplies is not permitted in the library.

The name, address, or telephone number of the Dover Public Library may not be used as the official address or headquarters of any organization other than the Friends of the Dover Public Library.

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The name, address, and phone number of the person reserving the room is a matter of public record. Upon request, this information will be shared with anyone seeking to contact that individual or the group he/she represents.

The Dover Public Library reserves the right to deny meeting room use to any organization which or individuals who have abused their privileges in the past. The library also reserves the right to cancel or reschedule any meeting or to limit the frequency of use by a single group.

The use of library meeting rooms by a group does not imply endorsement by the Dover Public Library of the policies or purposes of the group. Meeting room use should not be publicized in such a way as to imply library sponsorship.

Meeting rooms must be left in the condition they are found.

The library assumes no liability for theft or damage to property brought onto public property or for injuries which occur as a result of sponsors or participants during activities taking place in meeting rooms.

The individual or group reserving a meeting room will be responsible for the order and conduct of the group, for any loss or damage to library property, as well as any cost resulting from the failure to clean up the space and return it to its pre-use condition. Failure to comply may result in the assessment of a cleaning fee and/or loss of privileges.

Adopted by the Dover Public Library
Board of Trustees
September 16, 2021

Revised
August 10, 2023