

Osgood Public Library - Meeting Room Policy

The Osgood Public Library and Milan Branch provide meeting room spaces. These rooms are provided for individuals or groups on an equitable basis, regardless of the beliefs or affiliations of those who are requesting meeting room use. The Osgood Public Library System does not discriminate on the basis of age, race, gender, national origin, or creed. The Osgood Public Library System does not endorse or advocate the viewpoints of groups using the library's meeting room.

Who Can Use the Meeting Rooms

The meeting rooms are available to library district organizations or groups engaged in governmental, educational, cultural, intellectual, or charitable activities. The meeting rooms may also be used by businesses for staff meetings or training. A business using the meeting room may not invite or bring in members of the public.

Library premises may not be used for meetings, or public announcements, sponsored by individual candidates for local, state, or federal office.

The Meeting rooms are not available for personal or family parties, showers, or receptions.

The Meeting rooms are not available for the advertisement and/or sale of products and/or services.

Use of the meeting rooms does not constitute library endorsement of the viewpoints expressed by participants in the program.

Fees and Charges

Fees may be assessed; if damage occurs to the meeting room, library equipment or other library property; or if the building is not properly secured after regular library hours.

Charges by user:

No general admission may be charged for meetings held at the library. No buying or selling is permitted, without prior approval from the Library Director. Membership dues and/or registration fees covering the cost of materials or speakers are acceptable. The library staff is not responsible for the collection of such fees.

Scheduling a Meeting Room

1. Meeting rooms are scheduled on a first-come first-served basis.
2. Library programs have priority over other group meetings. It is possible that an organization's meeting date may have to be rescheduled in case of a conflict. In such a case the organization shall be given one week's notice.
3. Contact the library during regular library hours to schedule a meeting room.
4. A completed "meeting room use form" must be on file in the library no later than two business days before the programs date.
5. Only three consecutive meetings will be scheduled at a time.
6. Meeting rooms will not be scheduled more than 90 days in advance.

Conditions of Use

1. Smoking, alcoholic beverages, and illegal substances are prohibited on library premises.
2. The meeting room is not available during hours before the library is officially open or on days when the library is officially closed.
3. Groups holding meetings which run beyond the library's closing time are required to secure the building upon leaving. The group's designee, a participant who is attending the meeting, must see the library staff and sign for the closing and security procedures. Failure to properly secure the building will result in a \$25.00 minimum fee and possible loss of meeting room privileges.
4. Groups may serve light refreshments in the meeting room. A kitchenette with refrigerator and microwave is available at Osgood for use by the group. Groups must provide their own supplies, and must carry out all trash, edible and otherwise. The library provides trash bags for this purpose.
5. Room setup is the responsibility of the group using the meeting room. The group is expected to return the room to its original condition. A vacuum cleaner is provided. Failure to clean or causing damage to the room will result in a custodial fee no less than \$25.00
6. Minor children, whether involved in the meeting or accompanying meeting participants, must be under adult supervision at all times.
7. All meetings held in the library or on library grounds must be open to the Library Director or the Director's designee.
8. All groups using the library's meeting room are responsible for their own accident and liability insurance.
9. The Osgood Public Library reserves the right to cancel scheduled room use when library policy has been violated.
10. The Osgood Public Library reserves the right to waive the rules at the discretion of the Board of Trustees.

Equipment

Some library equipment is available to be used in the meeting room. Groups wishing to use such equipment must designate that on the "meeting room use form" and will be responsible for damages to the equipment while it is being used.