

Facilities

FAC-1 Meeting & Conference Rooms

Policy

The primary purpose of Warren-Trumbull County Public Library meeting and conference rooms is to provide space for library-sponsored or co-sponsored programs which meet the library's civic, informational, cultural, educational and recreational service goals. The W-TCPL does make available to the public a number of meeting and conference rooms during regular library business hours at most W-TCPL locations at no cost.

Regulations

Library sponsored programs will be given priority in the reservation of meeting and conference room space. The executive director or location manager reserves the right to reschedule or cancel non-library reservations due to library need.

Meeting and conference rooms may be used by non-profit organizations or community residents of Trumbull County for lawful, non-commercial purposes during library business hours at no charge.

Procedure 1—Reservation Guidelines

- Individuals requesting to reserve a meeting or conference room must meet the following requirements:
 - Must be 18 years of age or older
 - Must live, work or attend school in Trumbull County
 - Must have a valid W-TCPL library card in good standing and without sanctions
- Reservation requests may be made in-person at the desired location or online through the library's website. Once the request is submitted, the W-TCPL staff member responsible for each location will assign the appropriate room for each request and send a confirmation email to the customer. Reservations will be assigned based on accommodation requests, not on specific room requests. Until a customer has received a confirmation of their reservation and room assignment, the request is NOT completed and the room is NOT booked.
- Reservations for meeting and conference rooms must be made at least five (5) days (or 120 hours) in advance.
- Reservations can be made up to 60 days in advance.
- Meeting and conference rooms are available on a first-come, first-served basis.
- Customers/groups/organizations are limited to reserving meeting rooms a maximum of 12 times per location per calendar year. This limit applies to an entire organization or business, not just to one individual, committee, department, etc.
- Reservation times must include meeting/conference room setup and cleanup. Individuals/groups will not be permitted to enter the room prior to their scheduled reservation start time and must vacate the room by their scheduled reservation end time. Reservation time limits may be instituted at the discretion of the W-TCPL manager in charge based on room and space availability.

- Meeting and conference room reservations must end 30 minutes prior to the library location's closing time.
- If an individual/group fails to vacate the room at the scheduled reservation end time, future bookings by the individual/group may be denied.
- Individuals requesting reservations must agree to abide by all terms and conditions set forth in the meeting and conference room policies, regulations and procedures.

Procedure 2—Conditions for Use Guidelines

- All people using a meeting or conference room and their guests must follow the Library Code of Conduct as stated in section *CUS-2, Customer Behavior*, of the Public Services Policy.
- The individual agreeing to the meeting room terms and conditions must be over 18 years of age and is responsible for the orderly conduct of the group. In the event of any damage to library property and/or equipment, that individual will be liable. The individual whose name is on the reservation must be and remain on library premises for the duration of the reservation.
- Minors are not permitted to use meeting or conference rooms without adult supervision. For groups comprised primarily of minors, applicant agrees to have one adult in attendance in a supervisory capacity for every 10 minors. Minors should be supervised by an adult at all times.
- All meeting room activity must be contained within the meeting room. Organizations, businesses, and/or individuals must not engage with patrons who did not come to the library specifically for their meeting.
- Group activities may not interfere with the conduct of library business. Activities must be contained within the room and may not overflow into hallways or other areas due to safety concerns. Designated room capacities will be strictly observed. Activities must not disrupt nor impede public access to library services or materials.
- The library reserves the right to end meetings that are disruptive to normal library operations.
- Facilities may not be used for activities in conflict with any current library policy or for purposes prohibited by any local, state, or federal law or regulation. Unlawful activity will be reported to the appropriate authorities.
- The Library reserves the right to enforce fire codes, noise limitations, or any other rule approved by the Library Board or administration, to cancel any reservation for failure to follow library rules, to preserve a safe environment, or for any emergency that may arise.
- No admission or attendance charge or required donation may be assessed by any non-library group using a meeting room.
- No commercial products or services may be advertised, promoted, or sold during these meetings; for-profit classes or fundraising events are not permitted in meeting rooms. The library may permit presenters at library-sponsored programs to sell merchandise related to the subject/activity of their programs.
- The Library reserves the right to cancel any reservations for operational reasons. The Library reserves the right to deny or cancel future reservations. The Library, at its sole discretion, reserves the right to revoke meeting or conference room privileges at any time.
- The library is not responsible for items brought in by community groups during meetings or left behind by such groups following a meeting.
- The library is not responsible for injury to person or private property damage in conjunction with meeting and conference room use.

- Applicants agree to accept liability for any theft of property or damage to a facility, its furniture or equipment caused by the occupancy of said premises by their organization or group and any resulting damages will be charged to the liable individual agreeing to the terms and conditions.
- Groups that view videos must secure all necessary performance licenses and indemnify the Library for any failure to do so.
- Library staff reserves the right to attend any meeting or activity that takes place in W-TCPL meeting and conference rooms.
- Room reservations are only available for use during designated open public service hours. The Library will not admit anyone to the building before opening or after closing time. All meetings and activities must end, and rooms must be vacated, 30 minutes prior to regularly scheduled Library closing times. Reservations for meeting/conference rooms are unavailable on Sundays.
- Library staff will not be responsible for taking telephone messages for guests attending meetings in library meeting or conference rooms. In addition, Library staff will not be responsible for taking meeting or event sign-ups/registrations for groups using a room.

Procedure 3—Intended Use Guidelines

- First priority is given to the Library for library-sponsored or co-sponsored programs when scheduling meeting and conference room reservations.
- In order to further civic involvement, elected officials may use the Library meeting and conference rooms as locations for official constituent meetings. Political rallies or other partisan political gatherings or programs by individuals or groups are prohibited.
- As a noncommercial, government service, the Library reserves the right to determine if the sole or primary purpose of a meeting is for the commercial sale of any product or services and to prohibit meetings determined to be primarily for this reason.
- Events of a strictly social nature such as receptions, parties, weddings, and showers are permitted on a case by case basis at the discretion of the manager in charge of the location.
- Permission to use meeting or conference rooms does not constitute an endorsement by W-TCPL or its Board of Trustees. No advertisement or announcement implying such endorsement will be permitted.

Procedure 4—Advertising & Marketing Guidelines

- W-TCPL does not endorse or approve any group applying to use Library meeting or conference rooms, and makes no endorsement, express or implied, of any non-library event held by any person or group using Library facilities pursuant to W-TCPL's meeting and conference room regulations and conditions of use. Nor does the booking of a group and the content of its subsequent meeting constitute an endorsement of, or any opinion about, the philosophy of such group by the Library.
- Meeting room use shall not be publicized in such a way as to imply Library sponsorship. Any advertisement or public announcements regarding reservable spaces may not include the Library's logos or suggest co-sponsorship and must contain the following disclaimer:
"Granting of permission by the Warren-Trumbull County Public Library to use library facilities does not constitute an endorsement by Library staff or Board of Trustees."

- No written or oral announcements or advertisements implying any Library endorsement of a group or its activities are permitted, unless the activity is truly and formally being co-sponsored by the Library.
- The Library's telephone number may not be used on any promotional materials, unless the event is Library-sponsored. The Library requests that all marketing/advertising materials should contain a contact number for your group.
- Groups using Library meeting and conference rooms may not post signs inside or outside of the Library or give materials to patrons in or around the Library. Handouts may be made available on a table inside the meeting room for those attending the meeting to pick up if they desire.
- The Library will accommodate directional signage.
- The Library reserves the right to take photographs for meetings and events open to the public.

Procedure 5—Facility, Setup & Cleanup Guidelines

- All groups are responsible for setup and cleanup of meeting and conference rooms. Reservations must include time for setup and cleanup. No groups/individuals will be permitted to enter rooms prior to their scheduled reservation start time and must vacate the room by their scheduled reservation end time.
- Users must bring in their own supplies. Groups are responsible for transporting, setting up and operating their own equipment. A cart can be provided upon request for bringing such equipment into the building.
- Decorations that sit on tables, easels, or other free-standing items without the use of tape or other adhesives are permitted. The use of tape, glue, wall fastening products such as putty, sticky tack, nails, thumbtacks, 3M products, etc. is prohibited. Helium balloons, noise makers, and confetti are prohibited.
- Heating elements including crock-pots, warming plates, electric roasters and Sternos are strictly prohibited. Candles or other open flames are also prohibited.
- Signage (other than directional) must be contained to inside of the meeting room. Displays of banners, political campaign signage or apparel, logos, and insignia is prohibited.
- Cleanup is the responsibility of the user and rooms are to be returned to like condition. Cleanup includes:
 - All equipment, materials, refreshments, etc. that were brought in should be removed
 - Any and all signage/decorations should be removed and disposed of
 - All tables and surfaces as well as chairs (as needed) should be wiped clean using the appropriate provided cleaning supplies (please see desk associate for cleaning supplies)
 - Floors should be vacuumed or swept as needed with the provided equipment (please see desk associate for broom/vacuum)
 - All trash should be disposed of in the appropriate provided receptacles; all used paper goods and food remains should be put in the trash receptacles before vacating the premises
 - Provided tables, chairs and other room furnishings should be left in the position and condition in which it was found unless other instructions are given by Library staff
- The Library reserves the right to charge for any damage or extra cleaning costs arising from the use of the space. The liable party will be charged for any and all damages beyond normal wear and tear on the furniture, carpet and equipment.
- The Library meeting and conference rooms are wheelchair accessible. Any other special needs of persons using the rooms should be brought to the attention of the location manager at least 48

hours in advance of a scheduled meeting so that, if possible, the request can be filled. Groups sponsoring programs/activities that are open to the general public are responsible for complying with accessibility requirements mandated by the Americans with Disabilities Act (ADA).

- Free parking is available in each library location's designated parking lots. Additional street and public parking areas may be available in some locations such as Warren.

Procedure 6—Food and Beverage Guidelines

- Light refreshments and lidded beverages are permitted in the meeting and conference rooms. Examples of light refreshments include:
 - Snacks such as chips, granola bars, or crackers (no sauces or dips permitted)
 - Pizza
 - Sandwich trays
 - Fruit and/or vegetable trays (no dips permitted)
 - Boxed/bagged lunches
 - Cakes, cookies, or donuts
 - Beverages such as water, soda, coffee, tea, or juice that is served in containers with lids (No red or orange colored beverages permitted)
- The following food and beverage items are prohibited:
 - Alcoholic beverages
 - Red and orange colored beverages
 - Beverages that are not served in lidded containers
 - Liquid-based foods such as chilis, soups, stews, saucy foods/pasta, dips, etc.
 - Food heating elements including crock-pots, warming plates, electric roasters and Sternos
- Groups must supply their own utensils, paper products such as plates, napkins, and cups (with lids), condiments, and equipment such as coffee makers.
- Microwaves and refrigerators may be available for use in some locations. Please see location manager to inquire about these items.
- Cleaning and/or replacement fees will be assessed if damage, stains, or messes that require exorbitant clean-up efforts on the part of library staff result from food, beverages, and/or misuse of the room and/or equipment.

Procedure 7—Additional Equipment Guidelines

- Wireless internet access is available in all facilities. Standard library-use policies will apply.
- Use of library audio-visual (AV) equipment can be arranged when making the reservation. Equipment including the remote control for the AV devices and computer cables can be borrowed by a group member using their W-TCPL library card in good standing. A replacement fee will be assessed for equipment that is damaged, lost or not returned after use.
- Unless prior arrangements are made to include additional items, meeting rooms do not include the use of any other Library equipment or supplies.
- Groups may bring their own laptop with appropriate HDMI or VGA connections, or iPad with app, and presenter remote to use with the Library's AV and projection equipment.

Procedure 8—Fee Guidelines

- W-TCPL meeting and conference rooms are available free of charge.
- A Library staff member will inspect the room after use. If damage, stains or messes that require exorbitant clean-up efforts on the part of library staff are found upon the inspection, the Library may assess cleaning and/or replacement fees.
- The Library reserves the right to apply cleaning, damage, lost or security fees if applicable to any liable party using Library meeting or conference rooms, even in circumstances where no food or beverages were served.

Procedure 9—Cancellation Guidelines

- Groups should notify the Library of cancellations at least 24 hours in advance. Cancellation by meeting room users with less than 24-hours' notice may jeopardize future reservations. The Library reserves the right to suspend or restrict permission for use of its facilities to applicants who repetitively cancel confirmed reservations.
- If a group has not arrived or called to report a delay within 30 minutes of the scheduled reservation time, staff may allow others to use the room.
- While every effort is made to honor all reservations, W-TCPL reserves the right to cancel any engagement within a minimum of a 2-week notice, except for weather, utility issues, or any other reason beyond control of the Library. In such an unusual case, as much notice as possible will be given.

Procedure 10—Meeting & Conference Room Availability and Capacity

W-TCPL offers the following meeting and conference rooms by location:

Brookfield Library

- Brookfield Library Meeting Room
 - Size: 520 sq. feet (20 x 26 sq. feet)
 - Occupancy: Accommodates a maximum of 40 people

Cortland Library

- Cortland Library Meeting Room
 - Size: 520 sq. feet (20 x 26 sq. feet)
 - Occupancy: Accommodates a maximum of 40 people

Howland Library

- Howland Library Friends Meeting Room
 - Size: 520 sq. feet (20 x 26 sq. feet)
 - Occupancy: Accommodates a maximum of 40 people

Liberty Library

- Liberty Library Meeting Room
 - Size: 520 sq. feet (20 x 26 sq. feet)
 - Occupancy: Accommodates a maximum of 40 people

Warren Library

- **Garfield Conference Room**
 - Size: 273 sq. feet (13 x 21 sq. feet)
 - Occupancy: Accommodates a maximum of 15 people

- **Hayes Conference Room**
 - Size: 273 sq. feet (13 x 21 sq. feet)
 - Occupancy: Accommodates a maximum of 15 people

- **McKinley Conference Room**
 - Size: 273 sq. feet (13 x 21 sq. feet)
 - Occupancy: Accommodates a maximum of 15 people

- **Harding Meeting Room**
 - Size: 1776 sq. feet (37 x 48 sq. feet)
 - Occupancy: Accommodates a maximum of 120 people

- **Grant Meeting Room**
 - Size: 770 sq. feet (35 x 22 sq. feet)
 - Occupancy: Accommodates a maximum of 55 people

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