

•The Library reserves the right to review any flyers or other promotional materials that the outside group intends to issue in connection with the use of its meeting room. All signs, posters, and advertisements must have prior approval by the Library before posting in any Elyria Public Library System facility. No hand-lettered signs may be posted in any Library building.

•The name, address, or telephone number of the Elyria Public Library System may **not** be used as the contact address or headquarters of an organization. The Library's telephone numbers may not be used by any non-Library related group for any purpose. Except in emergencies, no incoming or outgoing telephone calls for members or any non-Library related organization may be handled by the Library staff.

• The Library Board of Trustees reserves the right to amend these regulations at any time. The Library Director/designee may cancel any application for reservation for meeting room space.



Effective date: 7/1/11



www.elyrialibrary.org



THE LEWIS N. MILLER COMMUNITY ROOM

Policies and Rules for Meeting Room Use
by Community Groups

Located at
THE WEST RIVER BRANCH LIBRARY

1194 West River Road North, Elyria, Ohio 44035
Phone 440-324-2270 Fax 440-324-4766

www.elyrialibrary.org

West River Branch Library Hours
Monday—Thursday 10A.M.-7:00 P.M.
Friday & Saturday Noon-4:00 P.M.
Sunday 1-5 P.M.

Effective July 1, 2011

Statement of purpose:

The Primary Purpose of the Lewis N. Miller Community Room is to provide a facility for Library related activities. The needs of the library will take precedence over outside requests. When the Miller Room is not being used for Library related activities, it is available for use by nonprofit organizations. Documentation of nonprofit status must be provided. The fact that an outside group is permitted to use a meeting room in accordance with this policy does not constitute the library's endorsement of the organization or its opinions by Library Board of Trustees or Library staff. Meetings must be open to the public and free of charge and non-soliciting in nature. No fees, donations, dues, purchases, or fundraising events are allowed.

While there is no fee to use the Miller Room, donations will be gratefully accepted.

Availability and Application for Use:

The Lewis N. Miller Community Room at the West River Branch Library is the only public meeting space available for reservation in the Elyria Public Library System. The Miller Room has a maximum seating capacity of 87.

Reservations for the Miller Room will be accepted no more than three (3) months in advance. Groups and organizations can reserve the room a maximum four (4) times per year. All applications are pending until confirmed by the Library.

The library reserves the right to cancel or reschedule any meeting. Phone reservations must be followed up with a meeting room application form at the West River Branch Library. All Miller Room reservations are subject to approval by the Library. The Miller Room is available for use during regular business hours and must be vacated fifteen (15) minutes before the Library's closing time.

Conditions of Use:

Each organization using the Miller Room must observe all library rules and policies and the following conditions of use. The Library has the authority to ensure compliance with these conditions. If there is noncompliance, the library reserves the right to refuse future meeting room requests.

- An adult representative of the nonprofit organization must agree to accept full responsibility for the group's adherence to the rules and for any damages to the facility or furnishings that may occur as a result of the group's use.
- The Library provides tables and chairs. Each organization is responsible for setting up the Miller Room according to its needs and returning it to its original set up at the meeting's conclusion. Groups are responsible for proper disposal of food, paper, or other materials from their meeting.
- Library audiovisual equipment is **not** available for use by outside organizations. Groups are responsible for transporting, setting up, and operating their own equipment. Groups may **not** store or leave their equipment at the library overnight without prior approval.
- Children accompanying adult users of the meeting room shall not be left unattended in the Library.
- Smoking/alcohol/fire are prohibited.
- Refreshments may be served. Groups must bring their own supplies: coffee pot, coffee, tea, cups, plates, napkins, silverware, and any other materials that will be needed.

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