

# meeting room rules and guidelines

Local non-profit, civic, educational and cultural organizations may hold meetings at the North Canton Public Library. Individuals and small groups may use the library's Conference Room. Qualifying organizations and patrons must agree to the following rules and guidelines.

## MEETING ROOMS IN THE LIBRARY

### Conference Room

Location: main floor  
Capacity: eight

### Meeting Room A

Location: lower level  
Capacity: 60

### Meeting Room B

Location: lower level  
Capacity: 31

### Meeting Rooms A+B

Location: lower level  
Capacity: 91

## ROOM REQUEST INFORMATION FOR INDIVIDUAL PATRONS

- Individual patrons may reserve the Conference Room only.
- Room reservations requested by individual patrons must be approved by library staff.
- Individuals may reserve the conference room in 30 minute increments, beginning the minute the library opens each day until 5 minutes before it closes.
- The minimum reservation time is 30 minutes and the maximum is 120 minutes.  
(If no one else is using the room, patrons may request permission from the reference staff to extend their time.)
- Patrons are limited to a maximum of four reservations/month in the conference room.
- The conference room may be requested a maximum of seven days in advance.

## ROOM REQUEST INFORMATION FOR NON-PROFIT, CIVIC, EDUCATIONAL AND CULTURAL ORGANIZATIONS

- Groups may reserve the Conference Room, Meeting Room A, Meeting Room B, or Meeting Rooms A+B.
- Room reservations requested by groups must be approved by staff.
- Groups may reserve rooms in 30 minute increments beginning the minute the library opens each day until 30 minutes before it closes.
- The minimum reservation time for groups is 30 minutes and the maximum is 120 minutes.
- Groups are limited to a maximum of two room reservations/month.
- Groups may request to reserve rooms a minimum of five days in advance and a maximum of 60 days in advance.

## GENERAL INFORMATION FOR ROOM USAGE AND RESERVATIONS

- A North Canton Library Card Number is required to use the rooms. This number must be provided when making a reservation request.
- The library does not advocate or endorse the viewpoints of any group using the rooms, and groups should not imply library sponsorship or endorsement in the publicity for the meeting.
- The library is not responsible for injuries to people, damage to, or loss of property by members of the group.
- Meetings must not disrupt the normal functioning of the library. Fundraising events and meetings that actively sell a product or service or promote, advertise or directly lead to the sale of a product or service are not permitted.
- Use of the community rooms and conference room are free of charge. However, a fee may be charged if use of the room results in the need for repair or replacement of library furnishings or equipment or if additional cleaning is required by library staff. Any fees will be charged at the discretion of the Library. Failure to pay the fee will result in the prohibition of future use.
- Refreshments should be minimal (coffee, donuts, bottled water, cookies, self-contained boxed lunches, etc). Rooms must be clean and odor free when patrons leave them.
- Rooms are available during regular library hours.
- A responsible adult, 21 years of age or older, must be present at all times for meetings involving children and teens. Children may not be left unattended in the meeting rooms or inside the library at any time.
- Decorations, posters and signs may not be affixed in the rooms or in the library without prior approval.
- The library cannot provide storage space for any group.
- Library staff are not available to assist with room set up or cleanup.
- Meeting room reservations may be canceled at any time, but the library is not responsible for notifying members of the group in case of cancellation.
- The name, address or phone number of the North Canton Public Library may not be used as a mailing address for any organization or group using the rooms.
- The adult making the meeting room application must assume the responsibility for the group's behavior and for damages that occur as a result of the group's activities.
- The library will provide tables and chairs for meetings. The group is responsible for setting up tables and chairs, and restoring the room to its original condition after the meeting. Additional equipment available includes a podium and dry erase board. Library programs have priority concerning the use of these items, however. A projector is available for patron check-out in our Tool Box Library and we recommend reserving it in advance.
- Rooms will be assigned by the adult and teen services department, and may be reassigned when necessary because of library activities.

*The primary purpose of the meeting rooms and conference room at the North Canton Public Library is to provide facilities for library-related activities and programs. If a meeting room is not scheduled for a library-related function, non-profit groups and organizations may schedule the rooms for civic, cultural or educational purposes. Reservations are considered on a first-come, first-serve basis. To ensure equitable use of library facilities, the library reserves the right to limit the number of hours a meeting room may be used by an individual or group.*