

Policy for Meeting Rooms

Meeting Rooms numbered 3-5 at Main, Rooms 1 and 2 at Southgate, Meeting Room at Enon and Meeting Room at Tuttle may be booked ahead of time with a library card and are available for use on a first-come, first-served basis. You may reserve a space at the Patron Services Desk at Main, the main desks at Enon, Southgate and Tuttle or online to use one of these rooms.

Who may use the meeting rooms?

Any patron age 18 & older may use a meeting room. All library policies will be in effect in the meeting rooms including the Code of Conduct. Children under the age of 18 may not utilize rooms without an adult.

What may you use the meeting rooms for?

The primary purpose of the meeting rooms is to provide space for small (non-profit) groups to meet and work including but not limited to: tutoring, exam proctoring, homework assignments, study groups, committee meetings, planning or discussion groups, interviews, meetings, mentoring and counseling.

No entrance fee may be charged, no collection or registration may be taken and no purchase may be required or advertised by individuals/groups in the meeting rooms.

The meeting rooms are not for personal phone calls, video gaming, entertainment, or social gatherings (graduation parties, weddings, and birthday/anniversary parties). The meeting rooms are not to be used as a base of operations for any club, business, or organization.

An adult with children may not occupy a meeting room for the sole purpose of keeping the children under control.

The meeting rooms may not be used for sales, advertising or promotional activity. Fees may not be charged by tutors using the rooms and use of the rooms by paid tutors/trainers for profit is prohibited.

Training/educational videos may be viewed in these rooms, however groups of more than 3 people must have public performance rights/licensing.

Meeting rooms shall not be used in any way that interferes with regular library services and operations, or which causes a threat to the safety of library employees, patrons or property.

When may you use the meeting rooms?

Meeting rooms are available during the library's regular hours of operation. Meeting rooms may be used during times when they are not in use for library-sponsored programs and activities. Individuals/groups may use meeting rooms on a first-come, first-served basis. Rooms may be used by the same group or individual up to 3 hours per day (*and booking time *may be extended*, if there aren't others booked to use the space). All patrons must vacate the rooms 15 minutes before the library closes.

How do you schedule the room?

You may reserve space at the Patron Services Desk kiosk or online. (The library will not accept phone calls or emails to request the rooms). Meeting rooms may be reserved in 30-minute increments for up to 3 hours a day*. At the end of your reservation time, please remember to check out of the room.

Room disputes will be handled by library security. If you are scheduled to use a meeting room and the person currently occupying it has stayed over their reserved time, and no other room is available, let library security know or ask a staff member to call security. Please ***do not confront the person yourself***.

Additional Rules:

The meeting rooms are intended for use by a maximum of 8 people. Users are not to exceed each room's posted seating capacity. Furniture may not be brought into or removed from a meeting room.

Meeting rooms shall remain unlocked during use.

The library will not provide storage for patrons using the meeting rooms. Patrons may not leave their possessions in a meeting room during their reservation time to get lunch, run an errand, etc. Patrons may leave the meeting rooms to find library materials or seek assistance from library staff. However, the library does not assume responsibility for the security of personal possessions.

Users may not tape or tack materials to meeting room walls or windows. Magnetic white boards are provided for writing and display. Windows in the rooms may not be covered at any time.

Patrons who use the meeting rooms are expected to leave the rooms in their original order, free of trash.

Non-alcoholic drinks are permitted but they must be in closeable containers. Outside food is not allowed in the meeting rooms.

Meeting room users must keep noise levels to a minimum so as not to disrupt other library users. If the noise level becomes disruptive to others, the meeting room occupants may be asked to vacate the room.

Meeting rooms are intended to be quiet places for the public to use, however - there is no guarantee of complete quiet as the rooms are not soundproof.

Use of the library's meeting rooms does not constitute the Clark County Public Library's endorsement of viewpoints expressed by the room's occupants. Advertisements or announcements implying such endorsement are not permitted.

Patrons may not use another patron's library card to book time in the rooms over the 3-hour limit for a day.

Library security staff have discretionary authority to remove users from meeting rooms should behavior be inconsistent with the room's purpose and/or is disruptive to others.

Failure to abide by the policies and rules established for meeting rooms will result in suspension or termination of an individual's room privileges.

This policy may be changed at any time.

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