

Room Use Policy effective 10-01-2008

Ohio County Public Library

1. No rent will be charged for the public to use the quiet study rooms or program areas as long as the group is non-profit in origin. The rooms must be used during regular hours of operation.
2. Commercial Organizations may use rooms, however; a charge of \$25.00 will be charged per hour not to exceed \$100.00 a day.
3. The rooms may not be used for individual profit purposes and/or money collections.
4. No food, drink or tobacco products will be allowed in the rooms. No smoking will be permitted anywhere in the building. Groups will be permitted to have bottled water only.
5. Quiet study rooms and program areas need to be reserved in advance. Equipment should be requested at the time of reservation. Groups using the room can not interfere with the day to day operations of the library. If such activity occurs, groups will be asked to leave the premises.
6. Rooms need to be returned to their original state.
(Trash, chairs, etc.)
7. The size of the group should be limited to the designated capacity as calculated by square feet. (LxW:7)
Program Area =80 seated
Quiet study =16 seated
Conference/Wi-Fi Room =28 seated

8. Religious groups may study or hold discussion groups but may not conduct worship services.

9. All groups using the rooms must conduct themselves in a mannerly fashion. Individuals should use moderate noise levels and disruption of library patrons and library business will not be tolerated. Participants need to be respectful of library employees and daily operations.

10. Groups using the room should utilize parking in the upper lot.

Adopted 9-9-08