

Upper Arlington Public Library  
**Organization Profile for Meeting Room Reservation**

*Room Reservations are free to non-profit groups, but donations are gratefully accepted.  
([www.ualibrary.org/donate](http://www.ualibrary.org/donate))*

Organization: \_\_\_\_\_

Describe the organization: \_\_\_\_\_  
\_\_\_\_\_

Type of Organization:

- |                                     |                                      |   |
|-------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Civic      | <input type="checkbox"/> Community   | <input type="checkbox"/> Professional association |
| <input type="checkbox"/> School     | <input type="checkbox"/> Faith-based | <input type="checkbox"/> Business                 |
| <input type="checkbox"/> Government | <input type="checkbox"/> Social      | <input type="checkbox"/> Other _____              |

Address: \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

Phone: (     ) \_\_\_\_\_

E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

Representative reserving meeting room: \_\_\_\_\_

Contact number: (     ) \_\_\_\_\_

E-mail: \_\_\_\_\_

Organization leader (if different): \_\_\_\_\_

Contact number: (     ) \_\_\_\_\_

E-mail: \_\_\_\_\_

Description of meeting purpose:  
\_\_\_\_\_  
\_\_\_\_\_

Type of Meeting:

- |                                    |                                      |
|------------------------------------|--------------------------------------|
| <input type="checkbox"/> Book club | <input type="checkbox"/> Planning    |
| <input type="checkbox"/> Tutoring  | <input type="checkbox"/> Event       |
| <input type="checkbox"/> Board     | <input type="checkbox"/> Other _____ |

I have read the attached UAPL meeting room policy and agree to the terms of meeting room use.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title

# Meeting Room Overview

As an institution of education for democratic living, the library welcomes the use of its meeting rooms for cultural activities and discussion of public questions and social issues. Our meeting rooms are available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meeting is open to the public and no fee is charged for attending the meeting.

When they are not scheduled for library functions, the meeting rooms at Tremont, Lane Road and Miller Park are available for use without charge by any group associated with the City of Upper Arlington or any not-for-profit, tax exempt group. Meeting room reservations are free to non-profit groups, but donations are gratefully accepted. ([www.ualibrary.org/donate](http://www.ualibrary.org/donate)). The rooms may also be used by other groups and businesses meeting for a **non-profit reason** with the following charges:

**Room A** — \$25 for three hours; \$5 each add'l hour

**Room B** — \$25 for three hours; \$5 each add'l hour

**Theater** — \$50 for three hours; \$10 each add'l hour

**Lane Road** — \$25 for three hours; \$5 each add'l hour

**Miller Park** — \$25 for three hours; \$5 each add'l hour

Photos of the meeting rooms can be seen on the library website at [www.ualibrary.org](http://www.ualibrary.org) under “Using the Library.” The Use of the meeting rooms for commercial, religious or political campaign meetings is not permitted. However, committees affiliated with a church (such as a church board of trustees) will be allowed to use the meeting rooms provided no religious services are involved.

**The UAPL Board of Trustees has determined that all workshops or seminars on financial, estate or retirement planning, and related topics will be considered “for profit” ventures and, therefore, sponsoring groups or individuals will not be permitted to use the library meeting rooms.**

Meeting rooms at the Main Library can be reserved by calling the library’s community relations department at 486-9621 ext. 251 or ext. 250. Meeting space at the Lane Road Branch can be reserved by calling 459-0273. Meeting space at the Miller Park Branch can be reserved by calling 488-5710. If there is doubt as to the eligibility of a group, the matter will be referred to the Library Director.

Organizations using library facilities should abide by the rules and regulations established by the library. A representative of each group is expected to read these policies in advance and will be required to sign an “acceptance of responsibility” form before using the room. The form assigns responsibility for loss or damages (to the room, furniture or audiovisual equipment) to the group or person sponsoring the meeting. Any room rental and equipment fees should be paid at the circulation desk just before using the room. The patron will be given a receipt for the amount paid.

## Occupancy Limits

Strict adherence to these limits is necessary due to Fire Codes. A **Fire Exit** map is posted in each meeting room.

Main Library: Meeting Room A — 14 people

Meeting Room B — 40 people

Friends Theater — 100 people

Lane Road Library: Meeting Room — 65 people

Miller Park Library: Meeting Room — 8 people

## Meeting Room Rules

- 1) The meeting rooms are available on a first-come, first-served basis. Library meetings take precedence over all other use. The Library reserves the right to change meeting rooms or cancel use of meeting rooms by an outside organization if the Director or Board of Trustees determines the space is needed for library purposes.
- 2) Meeting rooms may be scheduled no more than two months in advance. For example, a meeting room to be used on May 10 may not be reserved before March 10.
- 3) The meeting rooms are available for use during regular library hours only. Please include set-up and clean-up times when scheduling your meeting. All meetings must end 15 minutes before library closing time.
- 4) Cancellation of a meeting should be given to the Library 24 hours in advance, when possible.
- 5) No part of a meeting may be soliciting (either directly or indirectly) in nature.
- 6) Meeting rooms are not available for receptions or private parties.
- 7) Persons scheduling the meeting rooms must be at least 18 years old. An adult must be present during the meeting.
- 8) Groups may not word publicity to imply that the Library is a sponsor of the event or use the library as a contact for more information.
- 9) A representative from the group must sign in at the Circulation Desk prior to occupying the room. Groups cannot occupy their scheduled meeting room before or after their specified time without prior arrangement with the community relations department.
- 10) If the room is rearranged, then your organization assumes all risk per the 'acceptance responsibility form'.
- 11) Each group using a room is responsible for clean up. In an effort to maintain our facilities, please let a library staff member know if the room, furniture or equipment is in need of repair, no matter how minor the issue. Immediate notification of said repair will allow the Library to assess the appropriate group damages for said repair.
- 12) Equipment must be reserved when a meeting is scheduled.
- 13) Certain Library audiovisual equipment is available for use during meetings held at the library. Slide or overhead projectors, tables, chairs and a podium are available free of charge. A TV/VCR cart for use in Meeting Room A is available for a charge of \$10. Equipment from the audiovisual cabinet in Meeting Room B and the Friends Theater includes a laptop, DVD and VHS players, Internet connection, a CD player and various microphones. A \$10 charge applies to the use of equipment from the audiovisual cabinet, and requires a library staff member to perform the set up.
- 14) Light refreshments are permissible in all Meeting Rooms at the Main Library. Refreshments are also permitted in the conference room at the Lane Road branch.
- 15) There is no smoking or alcoholic beverages in the Library at any time.
- 16) Groups are responsible for transporting, setting up and operating their own equipment (audiovisual, coffee pots, etc.). A cart can be provided upon request for bringing such equipment into the building.
- 17) Groups may not store or leave their equipment at the Library overnight.
- 18) Adults must be present at a meeting and assume responsibility for children in their group.
- 19) Children must not be left unattended in the library while their parents attend a meeting.
- 20) Library staff members will not be responsible for taking telephone messages for guests attending meetings in the Library meeting rooms.
- 21) Events held in the Library's meeting rooms must be conducted with a minimum of noise so as not to disturb other library patrons. Meetings and breaks must be restricted to the scheduled rooms.
- 22) Meeting room guests are not permitted to tack, tape or post any signs or materials on meeting room doors, walls, windows or elsewhere in the library. An easel or clipboard is available on request.
- 23) The Library will not be held responsible for any personal items lost or stolen before, during or after a meeting.

Any group, organization or individual failing to comply with these rules will be denied future meeting room privileges. Reinstatement of privileges can be granted only by action of the Upper Arlington Public Library Board of Trustees.