

Ontario Public Library

Policy 4080

Community Room and Study Room Use

Community Room

The Community Room of the Ontario Public Library (OPL) has a capacity of 36 persons. The entrance is through the Library Main Entrance; there is an emergency exit door. The room does not have running water; the rest rooms are located in the Town Hall outside the Library Main Room.

The primary purpose of the Community Room is the enhancement of Library-sponsored activities. The secondary purpose is to provide a meeting place where non-profit organizations and groups may gather on an infrequent or one-time basis to conduct educational, cultural, civic, or charitable activities that benefit the community. Acceptance of an organization or group in one year does not obligate the Library in the future.

- A. First priority is given to Library programs, including those of the Friends of the Ontario Public Library. Second priority is given to non-profit organizations in Ontario in order of request. Third priority is given to any other non-profit organizations in order of request.
- The Library facility is not available for religious, political, or partisan purposes or for the benefit of private individuals or commercial concerns.
 - Groups or organizations may not request use of the Community Room on a monthly or regular basis. Because of limited hours of operation on Saturdays, use of the Community Room by any group or organization will not be allowed.
 - The Library reserves the right to cancel an organization's reservation when necessary.
 - The Community Room may be used only during regular hours of Library operations. Meetings/programs must finish 15 minutes before the Library closes. For the safety of all, the room shall be scheduled only when three or more staff members are present and working in the Library.
 - The Community Room will be unavailable when the Library is closed. Notification of cancellations will be given to the responsible member of the organization as far in advance as possible.

Publicity for Community Room Use

All publicity for a Community Room event must meet the following guidelines:

1. The sponsoring organization must be clearly identified.
2. The fact that there is no admission charge must be included.

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3. The fact that the Library building and Community Room are accessible to persons with physical disabilities must be included.

A copy of any publicity must be filed with the Community Room Coordinator *prior* to the meeting.

Application Procedure:

- A. All applications forms must be completed by an adult member (18 years or older) of the requesting organization.
- B. Organizations/groups must submit one application per meeting to the Community Room Coordinator at least two weeks, but not more than three months, in advance of the date being requested. Applications for dates three months in advance will not be processed until Library program dates have been set.
- C. Requests for a meeting room can be submitted in person or by email. (Applicants can call the Library to request an application be emailed to them.)
- D. If the application is approved, the requested date will be entered on the online reservation system and regarded as confirmed. A notice of confirmation will be emailed to the responsible member of the organization.
- E. The Community Room Coordinator must be notified promptly of any cancellations.
Failure to do so will affect future reservation status.

Use of Meeting Room:

- All groups must check in and out with the Circulation Desk staff.
- Use of the room must not interfere with the convenience of Ontario Public Library patrons.
- No entrance fee may be charged nor may contributions be solicited.
- No meals may be prepared or served. Light refreshments such as coffee and cookies are permissible. Organizations must provide all equipment and utensils needed.
- The member of the organization signing the Room Use Application will be directly responsible for any damage caused by the group.
- The organization using the room is responsible for setting up and taking down equipment and leaving the room as they found it.

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- Organizations/groups, who are sponsoring activities/programs open to the general public are responsible for complying with accessibility requirements as mandated by the Americans with Disabilities Act of 1990.
- All those who use the Community Room must adhere to the Library's Code of Conduct (Policy 4002)

Study Room

The Study Room of the Ontario Public Library (OPL) has a capacity of (3) persons. The entrance is through the Library Main Entrance.

The primary purpose of the Study Room is to give patrons a quiet place to study, have small meetings or engage in tutoring sessions. The Study Room will be locked when it is not in use and needs to be signed out at Circulation Desk by staff members.

Application Procedure:

- A. Requesting patrons can use the Study Room Request Form found at Circulation Desk.
- B. Requests for the Study Room must be made in person or over the phone.
- C. The Study Room will be available for patrons to sign out in two-hour increments per day. Patrons can request more time, if the room is available.
- D. If a patron in the Study Room is past their two-hour time and another patron would like to use the Study Room, the initial patron must vacate to accommodate the new request.
- E. Requests are accommodated on a first-come, first-serve basis.
- F. The Study Room can be requested one week in advance.

Use of Study Room:

- All groups must check in and out with the Circulation Desk staff.
- Use of the room must not interfere with the convenience of Ontario Public Library patrons.
- No entrance fee may be charged nor may contributions be solicited.
- Patron who signed out the Study Room is responsible for any damage incurred during use.
- Patrons must return the Study Room to how they found it.

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- Study Room is only available during Library hours and must be vacated 5 minutes before the close of Library.
- All those who use Study Room must adhere to the Library's Code of Conduct (Policy 4002)