

MEDINA COUNTY DISTRICT LIBRARY POLICY MANUAL

Policy No: PUB-14	Title: MEETING ROOMS		
Section: Public Services	Owner: Assistant Director	Resolution No: 23-21	
Board Approval Date: 07-16-2018	Staff Reviewed Date: 03-30-2023	Revised Date: 07-17-2023	Effective Date 07-17-2023

Policy Statement:

Medina County District Library provides meeting rooms that may be used by non-profit organizations at no charge and by individuals and for-profit groups for a fee. Activities conducted in library buildings are subject to the policies of the Medina County District Library.

The library does not discriminate in making its meeting rooms available for use on the basis of race, color, national origin, religion, sex, sexual preference, age, physical limitation, or military status as defined in section 4112.01 of the Revised Code. Meeting rooms are accessible to people with disabilities in accordance with the Americans with Disabilities Act.

- The use of library facilities does not imply MCDL’s endorsement of a group’s policies/beliefs. Publicity by meeting room users shall not imply sponsorship or endorsement by the library.
- No sales or soliciting is allowed. Meeting rooms cannot be used for commercial or profit-making purposes.
- Events held by a for-profit group, open to the public, such as workshops and seminars with a business presenter, are prohibited, even if educational in nature.
- No fees can be charged to meeting room attendees. However, a reasonable charge may be made to cover meeting costs.
- MCDL and strategic partner groups may use the meeting room for fundraising events.
- The library reserves the right to cancel the use of the meeting room or a reservation at any time; meeting room fees will be refunded.
- Applicants must be 18 years or older. The library reserves the right to ask for verification of age. Minors attending the meeting must be under the direct supervision of a responsible adult.
- Failure to follow this policy or giving false information is justification for immediate cancellation and/or the loss of future meeting room privileges.
- Meeting rooms must be left in the condition they are found.
- Job fairs from either non-profit or for-profit organizations may be permitted at the discretion of the library and must remain free to any attendee.

Fees for Individuals and for-profit groups:

	Resident	Non-Resident
Minimum 2 hours	\$40	\$50
Additional fee per hour	\$20	\$25
Dividable rooms at Medina and Brunswick	\$40-Half Room \$80 Whole Room	\$50 Half Room \$100 Whole Room
Additional Fee per hour for Whole Room at BR and ME	\$40	\$50
Medina Room-fee applies for any reservation	\$40	\$50

Non-profit groups:

Non-profit community organizations may reserve a meeting room twelve times per year free of charge, with the exception of the Medina Room. Additional reservations may be subject to fees. The library reserves the right to ask for verification of non-profit status.