

OHIO GENEALOGICAL SOCIETY
Meeting Room Procedures

PURPOSE

In keeping with the Ohio Genealogical Society's mission "to meet the educational needs of its members and the general public," we routinely make our meeting rooms available to community groups for informational, educational or cultural programming when these rooms are not reserved for library purposes. Use of our meeting rooms does not imply endorsement by the OGS Board of Trustees or library staff of the viewpoints presented.

PROCEDURES

- All meetings should be open to the public to comply with the non-profit requirements of our organization.
- No admission fee or registration fee may be sought from meeting attendees except by prior arrangement with OGS and OGS will be expected to receive 10% of those fees in addition to the regular meeting room fee schedule.
- Meeting rooms are available on a first-come, first-served basis during regular library hours.
- Users accept responsibility for all damages caused to the building and/or equipment beyond normal wear.
- Groups may reserve meeting space in advance up to a 12-month maximum.
- Room bookings are subject to cancellation with one month notice if the room is required for an Ohio Genealogical Society function.
- Programs involving the sale, advertising, and/or promotion of commercial projects or services must be approved in advance by OGS (Library Director, President, or Executive Committee).
- Meetings held during library hours must adjourn at least 15 minutes prior to our 5:00 PM closing as our building is vacated and secured at that time.
- The library maintains chairs and tables which may be arranged by individual groups as needed. The library staff does not assume responsibility for setting up the room, and, when the meeting is concluded, the room should be cleaned up and all such furniture returned to its original position and/or properly stored.
- The OGS library does not open when Mansfield City schools are closed due to weather conditions. OGS staff is not present. We will attempt to notify the group's contact person of the cancellation by 10 AM that morning. Groups with an access code for meetings scheduled during non-library hours on those days may meet at their own risk, however, sidewalks and the parking area will not likely be shoveled.
- Smoking or use of alcohol is not permitted.
- If scheduled in advance, no library admittance fee will be charged groups who meet at OGS to research.
- Groups may use the OGS kitchen adjacent to the meeting room. All food and supplies should be brought in at the time of the meeting and removed afterward. All equipment, tables, counters, etc., should be left clean. Any food placed in trash receptacles should be bagged and removed by the group.
- Groups may not store or leave their equipment in the library overnight.
- OGS should be notified of cancellations of any meetings at least 24 hours in advance, when possible.
- Groups may not use OGS phones unless there is an emergency.
- Events held in OGS meeting rooms when the library is open 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 room(s).
- Restroom facilities are available and must be kept clean and in good order.
- OGS will not be held responsible for any personal items lost or stolen before, during, or after a meeting.
- Any advertisements, announcements, press releases, flyers, etc., relating to meetings should not suggest that said meeting is being sponsored or endorsed by the Ohio Genealogical Society.
- The use of the name, address, or telephone number of the Ohio Genealogical Society as the address, headquarters, or contact for any group using the facility is strictly prohibited.
- Displays are permissible in meeting rooms but may not be affixed to the walls or ceilings.
- The library reserves the right to limit or prohibit any use of the meeting room which represents a threat to the health or safety of library patrons or to the orderly use of the library.
- For and in consideration of the use of the meeting room(s) and library facilities, any person or group using same hereby agrees to indemnify and hold harmless the Ohio Genealogical Society from any and all actions or suits relating to its use of such rooms and facilities.
- The Ohio Genealogical Society expects that any group utilizing the meeting room(s) will comply with the provisions of the Americans with Disabilities Act which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.

Ohio Genealogical Society Meeting Room Reservation Form

Organization: _____

Type of Organization (check one):

- Business Civil Faith-based Government School Social Other
 Association (Genealogical or Historical Society) Patriotic or Hereditary Society

Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____

Person Making Reservation: _____ Phone: _____

Organization Leader (if different): _____ Phone: _____

Anticipated Number of People in Group: _____

Room(s) Required:

- Main Meeting Room (seating 80) Classrooms: A B C D (seating 20 each)

Fee Schedule:

\$35 large meeting room or double classroom (each additional room is \$15)
(\$25 per block reservation if meeting three or more times in a year)

\$20 small classroom

OGS Chapters may use any meeting room for free during library hours if scheduled in advance.

Date of Meeting: _____

Arrival Time: _____ Anticipated Departure Time: _____

Equipment Requirements: Screen Digital Projector Overhead Projector Podium

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

Signature

Date

Printed Name

Title

OGS Approval: _____

Form should be submitted to the Samuel D. Isaly Library of the Ohio Genealogical Society, 611 State Route 97 W, Bellville OH 44813 – Phone: 419-886-1903.