

AUDITORIUM USE POLICY

NATIONAL MCKINLEY MEMORIAL BIRTHPLACE ASSOCIATION

P.O. BOX 121

NILES, OHIO 44446

director@mckinleybirthplacemuseum.org

USE OF THE AUDITORIUM

The McKinley Memorial Library is the primary user of the auditorium.

The auditorium is available for non-profit, civic, cultural, or educational purposes. A separate AUDITORIUM USE APPLICATION form must be completed and returned to the trustees to review. They may reject or approve the usage of the auditorium.

1. Library programs take priority in the use of the auditorium. Scheduling by others will be on a first-come, first- served basis.
2. All meetings and programs must be free and open to the public.
3. Fund raising events are not permitted unless sponsored by the McKinley Memorial Library, Friends of the Library, or the Trustees of the National McKinley Memorial Birthplace Association.
4. Meetings planned by a company to promote, advertise, or lead to the sale of its products and services are not permitted. Employee orientation and training programs are subject to the Board of Trustees approval.
5. A representative of the organization must fill out the **AUDITORIUM USE APPLICATION** at least one month prior to the desired date of use and have the application signed and approved by the President of the Board of Trustees or other Board of Trustees member.
6. Applications for use by any children's or youth group must be made by a responsible adult affiliated with the group, who shall assume responsibility for adherence by said group to all items contained in this policy,
7. The Trustees of the National McKinley Memorial Birthplace Association reserves the right to review any or all applications and may demand sufficient time to make proper investigation of the request before granting approval.

GUIDELINES FOR AUDITORIUM USE

1. Programs may not interfere with library operations.
2. No refreshments (food or beverages of any kind) may be served or brought into the auditorium, with the exception of the programs held by the Mahoning Valley McKinley Club and the Niles Gymanfa Ganu Association, without express written permission of the Trustees.
3. The trustees of the association, any of their employees, or employees of the library are not responsible for setting up or taking down chairs or providing tables.

Revised Auditorium Use Policy Sept. 1, 2012

Edited to update contact information Aug. 22, 2018

4. The television and tables in the auditorium are the property of the library and may not be used unless the applicant has permission from the Library Director.
5. Groups using the auditorium may not touch or move the Museum furniture, display cases, and artifacts without permission of the Trustees . Chairs and tables may be rearranged, however, all must be return to their original position. Waste should be placed in the proper receptacles and the auditorium left clean (refer to the cleaning fee in the **AUDITORIUM USE POLICY**).
6. Neither the trustees nor the library can supply storage space, office supplies, or audiovisual equipment.
7. **The restrooms and the second floor are not handicap accessible, or the second floor of the auditorium.** There are handicap accessible restrooms in the library; however, permission must be received from the library for use of the restrooms. If the event is in the evening and will be taking place after library hours, arrangements must be made to pay the charges for an attendant to be on duty at the library.
8. There is a sink available in the entrance area of the auditorium. The sink and its surrounding area must be left neat and clean after its use.
9. Smoking is prohibited in the auditorium and outside on the memorial grounds and the courtyard. Smokers who forget must use the receptacle at the rear entrance to the courtyard to extinguish their smokes.

FEES AND LIABILITIES

1. A fee of \$50.00 minimum will be charged for any event.
2. Advance arrangements must be made for use of the facilities after library hours.
3. A fee of \$50.00 per hour will be charged if the facility needs to be cleaned and put back to its original condition after use.
4. Use of the auditorium may be discussed with any trustee.
5. Payment of fees for education courses conducted by established educational institutions are subject to the board approval. Consideration cannot be assured unless the application is received in time for the board to meet or send an email and give members a reasonable time to reply.
6. Payment must be made for any damages or loss of museum or library property during the use of the auditorium.
7. All groups will be invoiced immediately for after-hour fees, cleaning fees, and damage fees. The trustees will bill the user for any fees due and list the purpose of the fee. The trustees reserve the right to waive any fees for library sponsored events or events sponsored by organizations that support the library or the National McKinley Birthplace Memorial Association.
8. Failure to pay the fee by the due date on the invoice will result in that group not being able to use the auditorium again. It may also result in legal action.

9. **THE NATIONAL MCKINLEY MEMORIAL BIRTHPLACE ASSOCIATION OR THE LIBRARY IS NOT LIABLE FOR INJURIES TO PEOPLE OR DAMAGE TO PROPERTY OF THE ORGANIZATIONS OR PEOPLE USING THE AUDITORIUM OR LIBRARY.**

APPLICATIONS

1. Any request for the use of the auditorium must be made at least one week in advance by filling out the AUDITORIUM USE APPLICATION, although a one month lead time is preferable in order to give the Trustees ample time to review and discuss the application.
2. If time is short between the application time and event time, the trustees will use email to attempt to speed up the process; however, the AUDITORIUM USE APPLICATION must be completed before this process can begin.
3. First time users are requested to arrange a meeting with either the President or Vice President of the trustees.
4. The completed AUDITORIUM USE APPLICATION must be given to a trustee or mailed to:

**NATIONAL MCKINLEY BIRTHPLACE MEMORIAL ASSOCIATION
P.O. BOX 121
NILES, OHIO 44446**

In order to speed up the process in the event of time constraints email is acceptable.

5. Previously granted permission will be withdrawn due to any violation of the trustee's rules regarding purpose of use, damage, loss, cleaning, or parking.

RESERVATIONS AND CANCELLATIONS

1. Reservations for regularly scheduled meetings will not be accepted for more than three (3) meetings in advance, whether weekly, monthly, or semi-monthly. One time programs or meetings will not be scheduled more than a year in advance.
2. The trustees reserve the right to limit the frequency of use of its facilities.
3. Groups may cancel in advance their reservations at any time by notifying any trustee or writing to the P.O. Box. A 24 – 48 hour notice would be appreciated.
4. The trustees remind you that the preferences of the library take precedence over other groups and requests. Most library programs take place during the day. The Friends of the Library require a few evenings once a year for their book sale. In case of an error in booking, the trustees must defer to the library.

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PUBLICITY

1. The name, address or phone numbers of the NATIONAL MCKINLEY BIRTHPLACE MEMORIAL ASSOCIATION or the MCKINLEY MEMORIAL LIBRARY may not be used as the official address or headquarters of any organization except those affiliated with the Birthplace Memorial Association or the Library Association.
2. The use of the Auditorium by a non-library group shall not be publicized in such a way as to imply that the group or the group's activities is sponsored, endorsed, or affiliated by or with the NATIONAL MCKINLEY BIRTHPLACE MEMORIAL ASSOCIATION or the MCKINLEY MEMORIAL LIBRARY or the Trustees of the Birthplace or employees/Directors of the McKinley Memorial Library.
3. The following statement should be printed on all publicity distributed at the event held in the auditorium: "Restrooms are not handicap accessible in the Auditorium. Handicap accessible restrooms are only available in the Library."

To apply, or for further details regarding the use of the Auditorium, contact any Trustee of the Birthplace Memorial Association.

The Trustees of the NATIONAL MCKINLEY MEMORIAL BIRTHPLACE ASSOCIATION will submit invoices to anyone who owes money for the use of the Auditorium.