

Geauga County Public Library
Operating Policy Manual

SECTION: HOSPITALITY
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The purpose of the Hospitality Policy is to maintain consistent procedures for expenses regarding holding meetings, special events, cultural programming and entertaining guests.

Hospitality may be provided on certain occasions, such as hosting employee in-service days, workshops, guest speakers, or special celebrations. Working breakfasts, lunches, or dinners should be considered as exceptional occurring only when a meeting spans that time period. Refreshments are provided, at library expense, at Library Board meetings and are arranged by staff in the building hosting the meeting.

Exceptions

If there are good reasons for providing hospitality at the Library's expense in circumstances other than those described above, advance approval from the administration is required.

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