

**Fairfield County Chapter of the Ohio Genealogical Society**  
**Fairfield County Genealogical Library**  
503 Lenwood Drive Lancaster, Ohio

**Meeting Space Information**

Meeting space at the Fairfield County Genealogical Library (FCGL) is available for educational, cultural, civic and governmental groups serving Fairfield County to conduct meetings and conferences. Meeting space is available on a fee basis to eligible groups. Consult the FCGL Facility Use Policy for complete guidelines on the use of FCGL meeting space.

The meeting space at the FCGL can accommodate up to 36 people. Six rectangular tables (30" x 72") are available, plus three standard card tables.

Available equipment:

- Overhead projector
- Projection screen

FCGL does not provide:

Table linens, dish towels, dishcloths or disposable paper/plastic items. Use of any other items within the Genealogical Library, including books, computer equipment, photocopier, and/or other supplies or equipment must be cleared upon application.

An officer or other member of the Chapter will open and close the FCGL and may be present during an organization's scheduled meeting(s).

The FCGL's restrooms are not handicapped-accessible. There is no wheelchair ramp into the building.

Available hours:

- Monday, Tuesday, Wednesday, Friday, Saturday 4:30 pm – 10:00 pm
- Thursday 9:00 am – 4:00 pm
- Sunday 1:00 pm – 10:00 pm

Fee for use of FCGL premises:

\$10.00 per hour, scheduled on half-hours. Fee must be received prior to use of meeting space and is non-refundable, unless the Chapter must cancel the reserved time.

To make a reservation:

FCGL meeting space may be reserved on a first-come, first served basis, with the Chapter getting first priority. Each organization requesting use of meeting space must complete an application form to confirm the reservation. An organization may use FCGL meeting space up to twice per month and meeting space may be booked one year in advance. Each group must contact the Chapter when it is time to reschedule. To receive an application call the FCGL or pick one up during regular FCGL hours.

Fairfield County Genealogical Library  
503 Lenwood Drive  
Lancaster, Ohio 43130  
740-653-2573