

Mishawaka-Penn-Harris Public Library Meeting Room Policy

Meeting Room Capacity

Meeting Room	Capacity
Spencer Gallery (Mishawaka)	117
Eisen Room (Mishawaka)	84
Friends Room (Mishawaka)	14
Jernegan Room (Mishawaka)	13
Friends of the Library Learning Center (Mishawaka)	17
Meeting Room A and B (Harris Branch)	92
Meeting Room A (If Split) (Harris Branch)	46
Meeting Room B (If Split) (Harris Branch)	46
Conference Room C (Harris Branch)	12
Zimmerman Room (Bittersweet Branch)	74
Small Meeting Room (Bittersweet Branch)	14

Booking Meeting Rooms

To book a meeting room, a group must meet these requirements:

- Have a representative of the group that is at least age 18 or older. An adult age 18 or older must be present while the meeting room is in use.
- Signed application on file agreeing to our policies, to be signed on an annual basis by an authorized representative of the group.
- A group is defined as 5 or more individuals.

Basic Guidelines

- Meeting rooms may only be used during normal operational hours except with approval of the Library Director.
- Rooms must be vacated 15 minutes before the stated Library closing time. Two violations of this rule in a six month period will result in the loss of meeting room privileges for six months.
- Library functions always have precedence over other scheduled events.
- The Library reserves the right to reassign meeting room space.

Meeting Room Fees

- Federal tax exempt organizations and governmental agencies may use the meeting rooms free of charge twice in a calendar month. Additional meetings in a calendar month will be charged at a reduced meeting room fee rate. The Friends of the Library Learning Center is not available for these free bookings.
- The Library may require proof of a federal tax exemption at any time.

- All other groups may use the meeting rooms at the standard meeting room fee rate, with no limit of number of meetings in a month.
- Any meeting that requires an exchange of money, goods, or services for attendance (regardless of the exchange being on or off our premises) shall be charged at the standard meeting room fee rate. This includes meetings held by federal tax exempt organizations as well as governmental agencies.
- See the Meeting Room Fee Schedule for details on meeting room fees.
- Meeting Room Fees must be paid prior to the meeting on the day of the event.
- Set-up time and take-down time will be included in the total room usage fees. Groups are responsible for setting up the room as desired. Requests for the library to help with set-up will be accommodated (if possible) for a fee.
- There may be an extra fee for amenities, such as serving food and use of equipment, see the Meeting Room Fee Schedule for more details

Reservations and Cancellations

- Reservations may be made up to six months in advance.
- Any group who cancels or does not show up twice in a six month period will have its meeting room privileges revoked for six months.
- Meeting rooms are not available if the Library is closed due to an emergency or inclement weather. The Library will not inform the contact person for each group of the closings.

Conduct

- Members attending a meeting must adhere to the Patron Code of Conduct, the Computer Use Policy, and the Unattended and Disruptive Children Policy.

Equipment

- Each meeting room is equipped with a standard number of tables and chairs. A group may change this arrangement for their specific use.
- Tables should be lifted, not dragged, and furniture should be left in a clean, neat, and orderly arrangement at the close of the meeting.
- Audio-visual equipment may be available for rental (projection system, TV/VCR/DVD)
- No provisions can be made for the storage of equipment to be used by regular users of the public meeting rooms except with the Director's or Branch Manager's permission.
- The Library does not provide any office services, office supplies, or equipment (including fax, telephone, and computers).
- Library staff are not available for loading, unloading, or carrying of the group's materials. This is the sole responsibility of each group.

Refreshments and Supplies

- Refreshments and non-alcoholic beverages may be served in the meeting rooms, and may incur an additional fee.
- Beverages containing red, purple, or orange dye are prohibited.
- A sink may be available for use by a group.

- Groups must provide their own appliances, paper products, dishes, serving supplies, silverware, and office supplies.
- No liquid glue, paint, sand, or glitter are allowed in the meeting rooms.
- If a room requires library staff to clean up after a meeting the group will be responsible for an excessive clean-up fee.

Miscellaneous

- The Library does not advocate or endorse the viewpoints of organizations using its meeting rooms.
- No individual or group may state or imply library endorsement or sponsorship of events in the library meeting rooms.
- Meetings shall have their activities contained within the space of the meeting room, and groups are not permitted to advertise their services or products to library patrons.
- Vendors may sell their services or products in our library spaces when in partnership with library events or programs, and permission has been granted by the Library Director.
- Groups are not permitted to affix any signs or materials on any doors, windows, or walls at our locations.
- Organizations publicizing speakers or meetings held in Library space must identify their organization as the sponsoring organization in all advertisements.
- Per Indiana Fire Code, no lighted candles can be used in any meeting.
- The Library assumes no liability for any loss or damage that may result from use of the meeting room by the sponsoring group or attendees to a program.
- Each group using the meeting room takes full responsibility for any damages incurred resulting from its use. All damages will be charged to the group and abuse of the facility will be cause for denying further usage to the group.
- Exceptions to these policies may be made by approval of the Library Director

Approved by Mishawaka-Penn-Harris Public Library Board action December 10, 2015. Amended by Mishawaka-Penn-Harris Public Library Board action February 18, 2016; amended Oct. 20, 2016; amended May 18, 2016