

Meeting Room Policy

Adopted: December 10, 2015

Amended as Recorded in Board Minutes

Booking Meeting Rooms

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

- A signed application agreeing to our policies must be on file (application is valid for one year); signature must be by an authorized representative of the group; representative must be 18 or older.
- A representative of the group must be present during the meeting room use.
- A group is defined as 5 or more individuals.

Basic Guidelines

- Meeting rooms may only be used during normal operating hours (exceptions require approval from the Library Director).
- Rooms must be vacated 15 minutes before the Library closes. 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

- See the *Meeting Room Fee Schedule* for details on meeting room fees.
- Fees must be paid prior to the meeting.
- Set-up time and take-down time will be included in the reserved time. Groups are responsible for setting up the room as desired.
- 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 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 to the number of meetings.
- Any meeting (non-profit or standard) that requires an exchange of money, goods or services for attendance (regardless of the exchange being on or off our premises) shall be charged the standard rate.

Reservations and Cancellations

- Reservations may be taken 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. It is the responsibility of the group representative to monitor weather closings; the Library will not inform groups of 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

- Tables and other furniture should be left in a clean and orderly arrangement at the close of the meeting.
- No provisions can be made for the storage of any group's equipment except with the approval of the Director or Branch Manager; the Library assumes no responsibility for items left/stored on library premises.
- The Library does not provide any office services, 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.
- Beverages containing red, purple or orange dye are prohibited.
- No liquid glue, paint, sand or glitter are allowed in the meeting rooms.
- A sink may be available for use.
- Groups must provide their own appliances, paper products, dishes, serving supplies and silverware.
- 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 group may imply library endorsement or sponsorship of events.
- Organizations publicizing speakers or meetings must identify themselves as the sponsoring organization in all advertisements.
- Meeting activities must be contained within the meeting room; 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 Director.
- Groups are not permitted to affix any signs or materials on any doors, windows or walls.
- Per Indiana Fire Code, lighted candles are not permitted.
- 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

Meeting Room Fee Schedule

Meeting Room Rentals & Fees Schedule		
<p>Standard Fee Rate</p> <ul style="list-style-type: none"> • Personal events and parties • Business meetings • Personal interest groups <p>Excessive Clean-Up Fee: \$25 + Indiana Sales Tax; Only for rooms requiring unwarranted time or labor to clean up</p>	<p>Non-Profit Reduced Fee Rate</p> <ul style="list-style-type: none"> • Federal tax-exempt organizations • Governmental agencies • Indiana state sales tax will be due on any fees, unless IN Form ST-105 is on file. <p>Excessive Clean-Up Fee: \$25; may result in loss of meeting room privileges for six months</p>	
<p>Mishawaka Location 209 Lincolnway East Mishawaka, IN</p>		
	Standard Fee	Reduced Fee for Non-Profit
<p>Eisen Meeting Room Capacity: 75 Chairs; tables for items are available</p>	<p>\$35 per hour + Indiana Sales Tax 2-hour minimum</p>	<p>Two (2) free bookings per calendar month Additional meetings are \$10 per hour 2-hour minimum</p>
<p>Friends Meeting Room Capacity: 12 Fixed boardroom table and chairs</p>	<p>\$20 per hour + Indiana Sales Tax</p>	<p>Two (2) free bookings per calendar month Additional meetings are \$5 per hour</p>
<p>Friends of the Library Learning Center Capacity: 17 Computer tables (8) with chairs; instructor station 17 Windows PCs with MS Office Built-in projection and sound system Presenter station with HDMI and VGA input Color printing available Courtesy Keurig brewers with a selection of coffees, teas, and water</p>	<p>\$150 + Indiana Sales Tax for up to 4 hours usage \$250 + Indiana Sales Tax for bookings of more than 4 hours</p>	<p>N/A for Reduced Rate <i>(for rates, see Standard Fee Rate)</i></p>
<p>Spencer Gallery Capacity: 60 Round tables (12)</p>	<p>\$35 per hour + Indiana Sales Tax 2-hour minimum</p>	<p>Two (2) free bookings per calendar month Additional meetings are \$15 per hour 2-hour minimum</p>

Bittersweet Location 602 Bittersweet Road Mishawaka, IN

<p>Standard Fee Rate</p> <ul style="list-style-type: none"> • Personal events and parties • Business meetings • Personal interest groups <p>Excessive Clean-Up Fee: \$25 + Indiana Sales Tax; Only for rooms requiring unwarranted time or labor to clean up</p>		<p>Non-Profit Reduced Fee Rate</p> <ul style="list-style-type: none"> • Federal tax-exempt organizations • Governmental agencies • Indiana state sales tax will be due on any fees, unless IN Form ST-105 is on file. <p>Excessive Clean-Up Fee: \$25; may result in loss of meeting room privileges for six months</p>	
	Standard Fee	Reduced Fee for Non-Profit	
<p>Meeting Room Capacity: 12 Movable tables (6) and chairs</p>	<p>\$20 per hour + Indiana Sales Tax</p>	<p>Two (2) free bookings per calendar month</p> <p>Additional meetings are \$5 per hour</p>	

Harris Location 51446 Elm Road Granger, IN

	Standard Fee	Reduced Fee for Non-Profit	
<p>Meeting Room A and B Capacity: Tables & chairs – 40 Chairs only – 92</p>	<p>\$35 per hour + Indiana Sales Tax 2-hour minimum</p>	<p>Two (2) free bookings per calendar month</p> <p>Additional meetings are \$10 per hour 2-hour minimum</p>	
<p>Meeting Room A Capacity: Tables & chairs – 20 Chairs only – 46</p>	<p>\$20 per hour + Indiana Sales Tax 2-hour minimum</p>	<p>Two (2) free bookings per calendar month</p> <p>Additional meetings are \$5 per hour</p>	
<p>Meeting Room B Capacity: 20 with tables; 46 with chairs only</p>	<p>\$20 per hour + Indiana Sales Tax 2-hour minimum</p>	<p>Two (2) free bookings per calendar month</p> <p>Additional meetings are \$5 per hour</p>	
<p>Conference Room C Capacity: 10 Fixed boardroom room table and chairs</p>	<p>\$20 per hour + Indiana Sales Tax</p>	<p>Two (2) free bookings per calendar month</p> <p>Additional meetings are \$5 per hour</p>	