

# Meeting Room Policy

*Adopted: December 10, 2015*

*Amended as Recorded in Board Minutes*

Meeting rooms are provided for individuals and organizations engaged in intellectual, charitable, advocacy, civic, religious, political, community or other activities. These meetings may be open to the public or may be private events.

**Meeting rooms may NOT be used for social events**, including (but is not limited to) weddings, receptions, parties and showers.

To avoid activities that impede the function of the library or activities that may create potential losses or liabilities for the library, restrictions apply.

- Activities that produce loud noise are restricted; sound must be contained within the meeting room.
- Use of drugs, alcohol or tobacco products is prohibited.
- With the exception of “service” animals, live animals are prohibited.
  
- Vigorous physical activities are restricted, including (but is not limited to) the following:
  - Dance
  - Running
  - Gymnastics
  
- Other than laptops and similar devices, outside equipment and furnishings cannot be brought into meeting rooms, including (but is not limited to) the following:
  - Bouncy Houses and Trampolines
  - Gymnastic Equipment
  - Sports Equipment
  - Sound Machines; Bubble Machines; Popcorn Makers; Etc.
  
- See *Refreshment and Supplies* and *Miscellaneous* for other restrictions.

## Booking Meeting Rooms

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

- Group representative must reside in Penn or Harris township and hold an MPHPL library card OR group using the room must be a business/institution serving our service area and someone in the group must hold an MPHPL library card (computer-use-only card will suffice if resident card is not possible).
- Attendance of 5 or more is required.

- Groups may book a meeting room at any location; total bookings (regardless of location used) are limited to twice per calendar month.
- An agreement of terms must be accepted 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.

### **Basic Guidelines**

- Meeting rooms may only be used during normal operating hours (exceptions require approval from the Library Director).
- Set-up time and take-down time will be included in the reserved time; groups are responsible for setting up the room as desired.
- Rooms must be vacated 15 minutes before the Library closes.
- Library functions always have precedence over other scheduled events.
- The Library reserves the right to reassign meeting room space.

### **Reservations and Cancellations**

- Reservations may be taken four months in advance.
- Any group who cancels or does not show up twice in a four-month period will have its meeting room privileges revoked for four 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 Administrator; 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 paper products, dishes, serving supplies and silverware; coffee pots are available.
- If a room requires library staff to clean up after a meeting, the group will be responsible for an excessive clean-up fee and/or lose booking privileges.

### **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.
- Tape, command strips, putty, etc. are prohibited on library surfaces. Groups are not permitted to affix signs or materials on any doors, windows, walls, ceilings, furniture or other library surfaces. Mounted display rails are provided in the rooms for hanging signs.
- Per Indiana Fire Code, lighted candles and chafing fuel cans 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 any of these policies are at the discretion of the Library Director.**