

# Starke County Public Library System

## Meeting Room Policy

As a part of its services to the community, the Starke County Public Library System makes available public meeting rooms. The Schricker Library in Knox has a separate room designed for meetings. Although the branch locations do not have separate meeting rooms, the libraries themselves are available as meeting sites during closed hours. Use of the library's meeting room is ancillary to the overall operation and function of the Starke County Public Library System. Use of the meeting room can therefore be denied on the basis that the meeting would materially interfere with the operation of the library or threaten the safety of library property or patrons. This policy applies to all locations in the Starke County Public Library System.

### Who May Use the Rooms?

- ❖ Organizations, whose purpose is non-commercial and non-profit, may use the meeting rooms at no charge.
- ❖ Commercial, industrial, and other for-profit groups and users from outside our library district are expected to make a donation to the library's gift fund in return for the use of the rooms. Suggested donations are (\$50) all day meeting, (\$25) half day meeting, or (\$7) per hour.
- ❖ Religious groups may use the rooms for non-denominational or interdenominational meetings or programs.
- ❖ Commercial, industrial, or professional organizations may use the rooms for educational purposes and for other occasional purposes which do not involve the sale of goods or services.
- ❖ Only the library or a library-sponsored group may conduct a fund-raiser or purely social event in the library. Others wishing to conduct fund-raising activities must secure permission from the Library Director.
- ❖ The rooms will not be available for purely social functions or family gatherings.
- ❖ In the use of the rooms, library functions will take precedence over all others.
- ❖ The Library Board of Trustees is the final arbiter of any question as to the use of the library. However, when a question arises concerning the propriety of allowing the meeting room to be used by a particular group or for a particular purpose, the board delegates to the Director the authority to interpret this policy.

## Accommodations and Reservations

### Henry F. Schricker Library

- ❖ The meeting room at the main library is available for use during normal library hours and after hours Monday through Thursday. Meetings at other times require special arrangements with the Director and/or Library Board of Trustees.
- ❖ The room will accommodate (53) people when using tables and (70) people when using only chairs. Groups are responsible for setting up chairs and tables and restoring the room to its original condition.
- ❖ Tentative reservations for the room may be made by phone or in person, however, within (2) days, a responsible adult must come to the library to fill out and sign a Meeting Room Request Form. Confirmation of a reservation will be given when a Meeting Room Request Form is completed.
- ❖ The person reserving the meeting room assumes full financial responsibility for any damage incurred resulting from the use of the meeting room facilities. Abuse of the facilities will be sufficient cause to deny further use of the room.
- ❖ Reservations are on a first come, first served basis. Meetings may be scheduled up to 12 months in advance. Generally, groups may not use a meeting room more than once a week. Exceptions may be granted for a two or three day workshop with the approval of the Library Director.
- ❖ The number of people in attendance at each meeting shall be recorded on the attendance card provided by the library. It is the responsibility of those using the room to see that this card is completed and given to library personnel.
- ❖ When using the meeting room after hours, a key must be obtained during regular library hours in advance of the meeting. Doors must be locked after the meeting, and the keys deposited in the book drop immediately after lock up.
- ❖ Any group using the meeting room may also reserve any of the following audio/visual equipment: slide projector, screen, 16mm film projector, television and VCR, video projector and/or overhead projector. These media items need to be requested at least 48 hours in advance to be sure of availability, however Library programs will have priority.
- ❖ A microwave, refrigerator, coffee maker, and sink are available in the meeting room. Meal preparation is not allowed, however, a light catered meal may be carried in. Users accept full responsibility for any food or beverage damage to library property. Food and drinks must be kept in the meeting room.
- ❖ Parents attending meetings on the library property whether sponsored by an outside group or the library must either:
  - Leave their children at home;
  - Keep their children with them in the meeting, or

- Have their children adequately supervised by an accompanying adult outside of the meeting or workshop

## Branch libraries

- ❖ Each of the branch libraries is available for use by community groups during non-service hours, except Saturdays, Sundays, and holidays.
- ❖ Reservations may be made by telephoning the branch directly. Confirmation of a reservation will be given when a Meeting Room Request Form is completed.
- ❖ Reservations are accepted on a first-come, first-served basis. Reservations may be made up to 12 months in advance.
- ❖ A key must be obtained during regular hours in advance of the meeting. Doors must be locked after the meeting and the key deposited in the book drop immediately after lock up.
- ❖ A small microwave and refrigerator are available for use. Users accept full responsibility for any food or beverage damage to library property.

## Meeting Room Rules

1. No exhibit of a product or service to potential buyers or users may take place on library property without prior approval of the Library Director.
2. An admission fee may not be charged for any meeting or program held in the rooms. However, a fee may be charged to cover the actual cost of materials used during the meeting.
3. The library reserves the right to approve any advertising or publicity for an event taking place on library property.
4. Smoking is not permitted anywhere in the library, including the restrooms. Open flames such as candles are also not allowed.
5. No alcoholic beverages are permitted.
6. Children and teens using a meeting room must be supervised by adults. If children are brought to adult meetings, the accompanying adult is responsible for the children's behavior throughout the building. If children create a disturbance in the library, they will be required to stay with the adult in the meeting room.
7. Excessive noise and rowdiness are strictly prohibited.
8. The library assumes no responsibility for the personal belongings of those attending meetings.
9. An individual reserving the room for an organization shall accept financial responsibility for any damage to the library property incurred during a meeting or in connection with their use of the facilities.

10. Groups using the rooms will be charged for extraordinary needs (e.g. extra janitorial services, extra library personnel, or security) associated with an event to be held on library property. The cost will be the same as that incurred by the library.
11. After each meeting the users shall restore the room to its original, clean, and orderly condition. When the trash can is full, it should be bagged and left next to the can for the janitor.
12. No storage is available in the meeting room. All food and drink items must be removed after each meeting.

#### Disclaimer

Granting permission for the use of the meeting rooms does not imply library approval of the group or the ideas presented at the meeting. Any publicity promoting a meeting shall not imply that the library is a sponsor of the event.

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