

NMCPLS MEETING ROOM POLICY

Elwood Public Library

I. ACCESS:

- A. The room designated as the “meeting room” in the Elwood Public Library facility may be reserved for use by educational, civic, cultural, political and governmental entities.
- B. All meetings shall be open and free of charge to any person residing in Pipecreek, Duck Creek, Boone, Van Buren and Lafayette townships.
- C. Library functions take precedence over all other usage.
- D. Children’s groups are permitted use of the room provided they are supervised by one or more adult sponsors **AT ALL TIMES**.
- E. When adults using meeting room facilities are accompanied by their children, those children should have adult supervision other than library personnel at all times.

II. RESTRICTIONS:

- A. No more than 49 persons are to occupy the room at any given time.
- B. This room is not available for any meetings of religious or sectarian groups for the purpose of promoting or advancing the beliefs of their members.
- C. This room is not available for any meetings or public announcements sponsored by individual candidates for local, state, or federal office.
- D. This room is available for the benefit of private individual or commercial concerns upon Director’s approval.
- E. Individuals or groups wishing to conduct fund-raising activities for the community or other purposes must receive prior permission from the Director.
- F. No activity shall be permitted which shall in any manner be potentially or directly destructive to library property or potentially or directly disruptive to the function of the library.
- G. When permission to meet in the library is given, it does not in any way constitute an endorsement of the group’s policies, beliefs, or activities.
- H. The library does not accept reservations for a series of meetings that would designate the library as the regular meeting place for any organization. Reservations will be taken no more than 30 days in advance.
- I. Smoking is prohibited.
- J. Alcoholic beverages are prohibited.
- K. Playground type equipment including an inflatable bouncer is not allowed inside or outside of the building.
- L. The library director is authorized to deny permission for use of the library meeting room to any group that is disorderly or violates these regulations.

III. RESERVATIONS:

- A. Reservations are made on a first come, first served basis (except as noted in II H).
- B. The meeting room can be reserved for the following days of the week: Monday through Saturday.
- C. Groups should complete the attached Meeting Room Reservation Form, leaving it and their \$30.00 deposit with staff at the front desk.
- D. The library should be notified as soon as possible in the event a meeting is canceled by the group for which the room is reserved.
- E. The library reserves the right to cancel reservations for the meeting room at any time. Every effort will be made to give as much notice as possible to the individual(s) listed on the reservation form.

IV. RESPONSIBILITIES:

- A. The building is to be kept locked at all times after regular hours of operation. Therefore, when using the meeting room after the rest of the library is closed, the person signing this agreement will be held responsible for:
- 1) Signing a key agreement assuming a \$25.00 fee or replacement costs for a lost key.
 - 2) Getting a key for the exterior entrance not more than 24 hours prior to the meeting.
 - 3) Returning the key to library management within 24 hours after meeting room use.
 - 4) Making sure all doors and windows are securely shut and locked upon vacating the facility.
- B. The library assumes no liability for any contagion, loss or damage arising from the use of the meeting room by the applicant, affiliated group members and guests.
- C. Groups are responsible for providing all supplies necessary to conduct planned activities. Audio-visual (AV) equipment may be requested when reserving the meeting room, but must be requested no less than one library business day in advance of meeting room use.
- D. Library facilities include meeting room, tables, chairs, and access to kitchen and restroom. Facilities must be left in the same condition in which they were found or deposit will be forfeited. Attached is a checklist for users. Please make sure all items on the checklist have been reviewed. This is the same checklist that will be used by library staff members to inspect the meeting room after each usage.
- E. Any damage should be reported promptly. Damages or charges in excess of the amount of the deposit will be billed to the person who signed the reservation form. Notification of the damage and charges will be given to user within three working days. Compensation at replacement cost, labor cost, or both must be made within 30 days. The full amount must be paid before another request will be granted for the affiliated group.
- F. Deposit must be retrieved within 10 business days following use of the meeting room, or it will be considered a donation to the library. Deposit will be released only to the person who signed the original reservation form.
- G. Equipment available for use is as follows:
- Overhead projector
 - Slide projector
 - Smart TV
 - Projector for large screen computer projection

V. SUPERVISED VISITATIONS

- A. Due to limited meeting spaces within the community and the library to hold supervised visitations, the meeting room can be used for this purpose if not already in use or reserved.
- B. Reservations are encouraged no more than 30 days in advance.
- C. Parents and/or visitation facilitators are required to complete the Meeting Room Reservation Form and to follow all rules and regulations of this policy.
- D. Supervised visits are allowed only during normal operating hours.
- E. A deposit is not required.
- F. If the rules and regulations are not followed, the library reserves the right to require a deposit or deny future use of the meeting room.

NMCPLS MEETING ROOM RESERVATION FORM

_____ request permission to use the
(Print name of person signing agreement)

meeting room of the Elwood Public Library on _____
(Date)

from _____ in accordance with the rules and
(Time, i.e. 9 a.m.-11 a.m.)

regulations set forth by the North Madison County Public Library System
Board of Trustees.

_____ agrees to honor
(Signature)

all the rules and regulations governing the use of the Elwood Public Library Meeting Room as described above, and to ensure that no member of the group violates the rules set forth. I understand that the group will be held responsible for any and all losses incurred by the library as a result of leaving the building unlocked.

PLEASE PRINT:

NAME: _____

ADDRESS: _____

BUS. PHONE: _____ **HOME PHONE:** _____

GROUP NAME: _____

MEETING ROOM CHECKLIST

MEETING ROOM

- Wipe and wash off tabletops.
- Check chairs and wipe/wash if needed.
- All tables must be put away.
- Eight (8) chairs are to be placed in cloak closet.
All other chairs are to be put away in storage closet.
- Floor should be swept.
(Broom and dustpan are located in the kitchen)
- Place trash in the two cans provided with the room.
Any additional trash must be taken with you.
- Dry erase board, if used, should be wiped and cleaned.

Emergency Contact Information:

Jamie Scott, Director – 765-635- 1093

Sarah Huffman, Adult Services Manager – 765-620-0650

Tori Walser, Youth Services Manager – 765-602-9402

KITCHEN

- Please only use foodstuffs, drinks, paper wares, plates, and utensils you bring.
- Take extra foodstuffs and drinks when leaving.
- Coffee maker is cleaned and put back in place (if used).
- Clean countertops.
- Clean stovetop.
- Wipe off refrigerator.
- Clean out sink.
- Wipe off cabinet doors.
- Clean out microwave.
- Place trash in the two cans provided with the room.
Any additional trash must be taken with you.
- Sweep floor.