

BARTHOLOMEW COUNTY PUBLIC LIBRARY
536 FIFTH STREET
COLUMBUS, INDIANA 47201

MEETING ROOMS POLICY

General Statement

The Board of Trustees of the Bartholomew County Public Library invites any nonprofit organization or group of citizens from Bartholomew County to use the library meeting rooms for purposes hereafter described.

The fact that a group is permitted to meet at the library does not in any way imply approval by the library of the group, the meeting or the ideas presented at the meeting.

Rooms are reserved on a first-come, first-served basis and normally will be assigned no more than one year in advance on the following basis: twelve months for monthly meetings, six months for bi-monthly meetings, and three months for weekly meetings. The library reserves the right to limit the number of uses during a single week by any one group. Library meetings have preference over others.

Facilities

Five rooms are available for meeting purposes. Approximate seating is as follows:

Red Room:	maximum 100 persons
Conference Room:	maximum 40 persons
Room #3:	maximum 10 persons
Room #5:	maximum 6 persons
Computer Lab:	maximum 9 persons

No food or beverages are allowed in the Red Room. Kitchenette is available for use by groups using the Conference Room for serving light refreshments. Groups must furnish their own equipment and supplies.

Insofar as possible, library staff will arrange the room according to the needs of the group. Users are responsible for leaving rooms and kitchenette in a clean and neat condition, with all trash disposed and tables and chairs returned to original set up.

Applications and Reservations

Reservations can be arranged online (library approval pending) via the library web site; by phone (812-379-1277); or in person between 9:00 a.m. and 5:00 p.m. Monday through Friday. No long distance calls can be returned.

The group must confirm the meeting prior to use and the Meeting Room Use Request Form must be completed before using the room.

Print applications for use of the rooms may be picked up at the Adult Circulation Desk during regular library hours or can be printed from the library web site.

Applications should be made at least 24 hours prior to intended use of the rooms. Similarly, cancellations by either the library or the group holding a reservation should be communicated 24 hours in advance.

Fees and Hours

No charge is made by the library for the use of meeting rooms, however, room use is limited to the following library hours:

Monday through Thursday 8:30 a.m. to 9:00 pm / Friday and Saturday 8:30 a.m. to 4:00 pm
(Sunday not available)

Reservations must include set-up and clean up times by the group. Early admittance to the building prior to public opening time is not permitted.

All interior doors will be locked 15 minutes prior to closing time. Participants remaining after that time must use exterior exit doors near the rooms.

Equipment and Supplies

Use of library equipment must be arranged 24 hours in advance. Groups wishing to bring in their own equipment need to receive advance approval.

The library has available for meeting use a laptop computer, DVD player, video player, television (for use with DVD or video), slide projector, opaque projector, overhead projector, dry erase board, flip chart stand. The group must provide items such as chalk, markers, pens, pencils, paper pads, tape, DVDs, videos, jump drives, and other office or computer supplies.

Refreshments and Smoking

Light refreshments and non-alcoholic drinks are permitted in all but the Red Room and Computer Classroom. Care should be taken when using them in carpeted areas.

No Smoking

Smoking is not permitted anywhere in the library building or within 100 feet of the library.

Restrictions

Except in support of the library, meeting room facilities may not be used for sales and no admittance fees may be charged except for fees charged as part of an enrollment cost by a nonprofit educational institution. A group may make normal collection of dues from its members, but shall not solicit voluntary offerings or donations.

Rooms may not be reserved for parties, receptions, weddings or worship services.

Crafts for children are prohibited unless they are part of a program arranged and supervised by the children's librarian.

Misuse of the meeting room(s) (e.g. leaving the room(s) in a disorderly condition, or failing to use the room(s) when scheduled) may bar a group from future use of library meeting room facilities.

Terms and Conditions of Use

This form must be completed and signed by the person who will be present and responsible for the meeting(s) to assure compliance with the rules and regulations herein stated.

In order to induce the Bartholomew County Public Library Board ("Library") to permit the person or group named to use the above meeting room(s), the undersigned individually and for and on behalf of the group agrees and represents as follows, upon which representations and promises the Library

relies: (If the group intends to use the kitchenette, all of the provisions below concerning the use of the meeting room(s) shall apply to the use by the undersigned and the group of the kitchenette as if the word "meeting room" also included the word "kitchenette".)

- a) The meeting room(s) assigned will be used by the group named and only for the purpose specified herein, and in no event shall the meeting room(s) be used for any sales or profit-making purposes; and no admittance fees or free will offerings may be solicited.
- b) The use of the meeting room(s) shall be strictly in accordance with the provisions of the Meeting Room Policy and the undersigned agrees that (s)he will be responsible for assuring that all persons of the group using the room are informed of the conditions governing the use, and that they will abide by all the provisions contained herein.
- c) The meeting room(s) will be vacated by the group on or before the time specified on this request form and will be left in good and clean condition.
- d) All activities in the meeting room(s) shall be conducted in a manner so as not to disrupt the normal use of the Library facilities by the public nor any normal Library functions; no alcoholic beverages shall be dispensed or consumed in the meeting room(s) and no dangerous or hazardous activity or activity increasing the risk of fire, casualty or accident shall be allowed to occur in the meeting room(s).
- e) The undersigned and the group agree to reimburse the Library for any property damage sustained by the meeting room, the Library's facilities and building, or the furniture or equipment of the Library arising from their use of the meeting room, and to reimburse the Library for the reasonable cost of any special or additional janitorial service made necessary or advisable because of their use of the meeting room(s).
- f) No group, without express permission of the Board of Trustees, may list the address of the Bartholomew County Public Library as its official address.
- g) The Library assumes no responsibility for hats, coats, or other personal belongings of persons attending meetings; neither does it guarantee parking facilities for those planning to attend the meeting.
- h) The undersigned has received and read a copy of the Library's Meeting Room Policy statement.
- i) The undersigned and the group have inspected the meeting room(s) and have found the room(s) suitable for their intended purposes in its present condition, and understand that the room(s) is provided by the Library without charge for use as a convenience to the group as a gratuitous licensee; the Library makes no warranties concerning the condition of the room and shall not be held liable for any injury to any person or property occurring in or about the meeting room(s) during the use of the meeting room(s) by the group; the undersigned and the group agree to hold the Library harmless from, and to indemnify and defend the Library against any and all loss, liability, damage, or expense asserted on account of any injury to any person or property (whether the person or property of any member of the group, or of any employee of the Library or of any third persons) arising out of the group's use of the meeting room(s) or resulting from a breach of the group of any provision of this request form.