

La Porte County Public Library Reservable Spaces Policy

1. La Porte County Public Library (LPCPL) provides access to reservable spaces in support of its mission to be the center of community life. LPCPL designated spaces are available for programs, meetings, training sessions, and events either sponsored by the Library or initiated by the public.
2. All use of the spaces must comply with this Reservable Spaces Policy which states the following:
3. The LPCPL's Board of Trustees has the final authority to decide, in a manner consistent with applicable law, which groups/individuals may meet on LPCPL property and for what purpose LPCPL property may be used. The eligibility to use various reservable spaces are shown in Table A .
4. LPCPL programs and events take precedence over any other use of the space, even if a space has already been reserved. LPCPL may cancel or change a reservation for LPCPL business, without advanced notice. Efforts will be made to contact the group/ individual who reserved the space as soon as the library is aware of the need to alter the reservation.
5. Use of LPCPL facilities does not imply that LPCPL approves of the group that is meeting or the ideas presented at the meeting. Any marketing materials that include the LPCPL's name and/or address must include the disclaimer, "This event is not sponsored or endorsed by La Porte County Public Library."
6. Reservable spaces are available without charge except for the following: (The fee schedule is shown in Table B.)
 - a. Users outside of the LPCPL service district
 - b. Social Events, including but not limited to parties or receptions (e.g. weddings, birthday parties, anniversary parties or other celebrations)
 - c. Events requiring additional staffing time of LPCPL employees
7. Use of reservable spaces is subject to the Library's Code of Conduct Policy.
8. The group representative accepts full responsibility for any infraction of LPCPL policies and any damage to LPCPL property incurred during or in connection with the meeting.
9. LPCPL is not responsible for loss or damage to the private property of individuals or organizations using the reservable spaces.
10. Deliberate misuse of or damage to reservable spaces or equipment may result in billing the user for damages and/or refusing any further requests for room use.
11. Room capacities must be observed.
12. Rooms must be vacated at least 15 minutes prior to the time the specific LPCPL location closes.
13. The person or group that reserves the space is responsible for clean-up, including alerting library staff when a vacuum or additional cleaning items are required. A cleaning fee may apply if the room is not returned to its original condition, which shall be determined at LPCPL's sole discretion.
14. Admission may not be charged to those attending the function in the reservable space, nor may collections or donations be accepted.
15. Food and drink are allowed, however, alcoholic beverages are expressly prohibited.
16. Equipment, supplies, or personal effects may not be stored at the Library before or after the event/function.

La Porte County Public Library Reservable Spaces Policy

17. Signs or decorations may not be applied to the furniture, doors, walls, windows, or ceiling by any method. Tabletop decoration and tablecloths are allowed, excluding glitter and confetti. No open flame or lit candles.

18. Organizations and/or individuals using the reservable spaces:

- a. Shall be liable for all damages, expense and loss, including theft and property loss, caused by any person who attends, participates in, or provides goods and services connected with the organization’s or individual's use of the facility and all tangible property. Replacement value may be used by the LPCPL to determine the charge for damages; and
- b. Shall indemnify and hold harmless LPCPL and its officers, directors, agents and employees from and against all losses, damages, claims, costs, and expenses arising from injury or death of any person(s), or damage to property resulting from any act or omission of such users or their employees, agents, representatives, guests, invitees, or the general public to the extent that such losses, damages, claims, costs and expenses arise in connection with or relate to the organization's or individual's use of the facility.

Table A Eligibility to Use Reservable Spaces

Meeting Rooms	Study Rooms	Study Cafe	Exchange Classroom	Studios at LPCPL Exchange
Ages 18 and up	Ages 18 and up	Ages 12 and up	Ages 18 and up	Ages 12 and up
Group meetings, programs, training, events Social events	Tutoring, small group meetings	Group meetings, tutoring, study	Group meetings, programs, training, events	Audio and video

Table B Fee Schedule and Occupancy Limits

Room Location	Occupancy	For Profit Organizations, Social Events & Out of District Users
Coolspring Large Meeting Room	30	\$35
Coolspring Study Room A and B	4	\$15
Fish Lake Meeting Room	20	\$25
Hanna Meeting Room	20	\$25
LPCPL Exchange Classroom	50	\$50
LPCPL Exchange Meeting Room A	4	\$15
LPCPL Exchange Meeting Room B	8	\$15
Main Library Meeting Room A	16	\$15
Main Library Meeting Room B	50	\$40
Main Library Study Room A	4	\$15
Main Library Study Room B	8	\$15
Main Library Study Room C	6	\$15
Main Library Study Café	12	\$15
Rolling Prairie Large Meeting Room	30	\$35
Rolling Prairie Study Rooms A and B	4	\$15
Union Mills Meeting Room	30	\$25