

# La Porte County Public Library Meeting & Study Room Policy

## Purpose

La Porte County Public Library (LPCPL) provides access to meeting and study room facilities in support of its mission to be the center of community life. Rooms are available on equal terms to all persons, regardless of their race, sex, color, age, beliefs, affiliations, or other protected characteristics or status.

## Responsibility

- Adults over the age of 18 are able to book meeting rooms. The adult booking the room must be present to check in and is the responsible party.
- Study rooms may be reserved by people ages 14 and older. The person booking the room must be present to check in and is the responsible party.
- Priority for the use of the meeting and study room facilities shall be for Library classes, programs, and events, or events in which the Library is a sponsor or co-sponsor.
- Next priority is given to educational, governmental, non-profit and community organizations and businesses conducting training or peer-to-peer networking and to those tutoring students.
- Groups/Individuals may use the meeting and study rooms on regular open days during regular open hours.
- Rooms must be vacated 15 minutes prior to the time the library closes.
- The number of attendees may not exceed the posted room capacity.
- The Library reserves the right to re-assign rooms based on group size or to cancel reservations.
- All technical support is the responsibility of the group. If assistance is needed to connect to the audiovisual equipment provided, a basic training session may be scheduled with a library staff member prior to the meeting.

## Room Use

- The Library's Code of Conduct policy applies to use of rooms.
- The serving and consumption of alcoholic beverages is prohibited.
- No signs or decorations may be applied to the furniture, doors, walls, windows, or ceiling by any method. Tabletop decoration and tablecloths are allowed, excluding glitter and confetti.
- Admission may not be charged; collections or donations may not be accepted.
- Equipment, supplies, or personal effects may not be stored at the Library; items left behind are not the responsibility of the Library.
- Clean up is the responsibility of the group, including alerting library staff when a vacuum or additional cleaning items are required. Chairs, tables, and other equipment provided by the Library must be returned to their original arrangement.
- No open flame or lit candles.
- Meetings shall conform to all local, state and federal laws.

- Food and drink is allowed.

## **Reservations**

- Meeting & Study rooms may be reserved by:
  - Non-profit, educational, government, or community organizations and businesses conducting training or peer-to-peer networking may use the rooms free of charge.
  - Groups using the meeting rooms for social events, showers, birthdays, direct sales parties, etc., will be charged a room use fee, payable in advance. (See fee schedule.)
  - Study Rooms may not be used for social events.
  - Business outside of the library's taxing district will be charged a room use fee of \$100, payable in advance.

## **Indemnification/Damages**

Organizations and/or individuals using meeting rooms 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.

The Library will charge a minimum \$15 clean up fee if the room is not returned to its original condition, up to and including the cost of repairs or replacement of damages to Library property.

Abuse of the facilities, excessive cancellations, violation of the Meeting & Study Room Policy or the Code of Conduct Policy may result in denial of future use of Library meeting or study rooms.

## **Endorsements**

Use of the Library facilities does not constitute an endorsement or imply approval of viewpoints expressed by participants or organizers.

Any marketing materials that include the Library's name and/or address must include the disclaimer, "This event is not sponsored or endorsed by La Porte County Public Library."

## Fee Schedule

Meeting Room	Occupancy	Fee
Coolspring		\$35
Fish Lake		\$25
Hanna		\$25
Main Large		\$50
Main Small (no kitchenette)		\$25
Rolling Prairie		\$35
Union Mills		\$25