

Marion Public Library Meeting Room Policy

Purpose Statement

The Marion Public Library, in order to participate in meeting the informational, cultural, educational, governmental and civic needs of its community, welcomes the use of its meeting rooms by responsible organizations and groups.

The fact that a group is permitted to meet at the library does not in any way constitute an endorsement or a promotion of the group's policies or beliefs.

Who May Use the Rooms?

Library meeting rooms may be used by for-profit and not-for-profit organizations or groups.

For-profit groups may use the library facilities for educational purposes and staff training only and may not a) Sell merchandise or services (i.e. instructive or counseling services for a fee, etc.); b) Recruit employees; or c) Find prospects to whom a product or service will be offered for a fee (i.e. sales seminars). Please refer to the fee schedule for the Meeting rooms.

Not-for-profit groups may use the meeting rooms at no charge. Donations, membership dues, and/or registration fees covering the cost of materials or speakers for not-for-profit groups are acceptable. Donations to the Marion Public Library are always welcome.

In addition, there may be special fees for use of certain library equipment. Payments must be made in advance at the Library Business office. See fee section.

Scheduling the Room

Schedule rooms with Debbie Kirkwood, Meeting Room Coordinator, 765-668-2900, ext. 131. dkirkwood@marion.lib.in.us

Meeting rooms will be available during regular Library hours: Monday-Friday 9-8, Saturday 9-5, Sunday 1-4. from Labor Day until Memorial Day, Summer Library hours are: Monday-Friday 9-8, Saturday 9-5, closed Sunday. Extension of a meeting's times outside the Library's regular hours must be authorized by the Library Director.

Reservations for meeting rooms must be made in advance on the application form provided, in person, by phone or by mail or email. Groups which use meeting rooms on a regular basis must reschedule use of the rooms annually; continued use of a room is dependent on space being available and is not automatic or guaranteed. Recurring "no show" applicants may result in restrictions of future meeting room usage.

No request for meeting space shall be considered accepted until a written form has been received by the library and the request approved.

The library reserves the right to change or cancel reservations.

Library meetings will take precedence over all other meetings at any time. Priority is also given to groups that are based in the Library's service area (Marion). If a group must forfeit its meeting room and time, the library will make reasonable effort to notify the contact person responsible. The library reserves the right to use the meeting rooms for any purpose that it deems appropriate.

If the library must be closed due to weather or other emergency, reasonable effort will be made to contact the person who arranged the meeting. Broadcast media will be asked to announce the closing.

Use of the Rooms and General Information

- Room requests must be made at least one full business day in advance.
- Reservations can be made up to one year in advance.
- **Each group is responsible for setting up the room to its specifications. Each group is also responsible for restoring the room to its original setup when the meeting is over.**
- No private parties or receptions are allowed (i.e., birthday parties, reunions, showers, personal use).
- No admission fees may be charged or collected; fees to cover instructional materials are allowed.
- Each group is responsible for the behavior of its attendees; programs should not interfere with the regular business of the library. No gambling or solicitation in any form.
- A caregiver or parent must accompany children under the age of eight at all times. No baby-sitting facilities or services are provided. Children should be provided with adult supervision before, during, and after programs, not merely expected to entertain themselves or use the library. Trips to the restrooms and into and out of the building also require supervision.
- All youth groups must be organized and supervised by responsible adults, who must attend and oversee each meeting.
- Except for emergencies, messages cannot be taken for people attending meetings.
- Pre-approval of electrical appliances is required.

Refreshments

Meeting Room B has a small kitchenette with a microwave, sink and refrigerator. There is also a coffeemaker available for public use (please bring your own supplies). Meeting Room A does not have a kitchenette.

- Refreshments and non-alcoholic beverages may be served in the meeting rooms. Alcohol and beverages containing red, purple, or orange dyes are prohibited (i.e., fruit punch, grape juice). Groups must provide their own table service, paper products, utensils, and condiments.
- The kitchenette area must be cleaned and left in the original condition or the Damage/Disorder fee will be charged. Leftover food and beverages should be disposed of; food and beverages should not be left in the refrigerator. The Library provides a recycling container and encourages recycling of cans and bottles.
- Foods (hot and cold) may be served. Please alert the Library's Circulation Desk if a caterer or a food delivery is expected.
- Smoking in the building is prohibited; other use of tobacco products or drugs is also prohibited.

Meeting Room Fee Schedule

Meeting Room B: \$40 for a meeting up to 4 hours long; \$80 for a meeting longer than 4 hours. (for profits)

Meeting Room A and the Israel Conference Room: \$20 for a meeting up to 4 hours long; \$40 for a meeting longer than 4 hours. (for profits)

Carnegie Room and Forrest Room (located in the Museum): \$20 for a meeting up to 4 hours long; \$40 for a meeting longer than 4 hours. (for profits)

Damage/Disorder/Abuse. Abuse in the use of a meeting room, such as disorderly conduct, leaving the room in disarray, or failing to use it when scheduled, may bar the group from using the rooms again. Rooms must be cleaned and returned to the original setup, or a fee of \$25 will be charged to the group. (all groups)

No Show Groups: Groups who reserve the meeting room but do not meet at the scheduled date/time without canceling at least 24 hours in advance will be charged \$10. (all groups)

If Library Projection equipment is used for a period of over 4 hours, a \$20 charge is added to the Meeting Room fee. (All groups)

Publicity

Each group is responsible for its own publicity which should NOT include the Library's telephone number, nor may the Library's name and address be used as a mailing address.

Indemnification

Organizations or individuals using meeting rooms shall indemnify and hold harmless Marion Public Library and its Board of Trustees, Director, 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 organizations or individuals use of the facility.

Security

The library assumes no responsibility for hats, coats, or other personal belongings of persons attending meetings, or damage to vehicles in the parking lot; neither does it guarantee parking facilities for those planning to attend the meeting.

Unless otherwise specifically provided in writing, the library is not responsible for any personal property or exhibit materials left in the meeting room areas or elsewhere in the library.

Noncompliance

Failure to comply with or violation of any provision of this meeting room policy may result in suspension or termination of the group's use of the meeting rooms.

Affirmative Action Policy.

It is the policy of the Library to be in full compliance with all federal and state non-discrimination and equal opportunity laws, orders and regulations relating to race, sex, religion, disability, age, national origin, or status as a disabled veterans or veterans of the Vietnam era.

Compliance with Americans with Disabilities Act.

The User agrees to comply with all applicable requirements of the ADA in assuring the availability of auxiliary aids and services required by any employees and attendees of any event. The User shall be solely responsible for the cost of any such auxiliary aids and services. The User agrees to indemnify, hold harmless, and defend the Library, its Board of Trustees, officers and employees from and against any claims resulting from the User's failure to comply with ADA standards for access to its programs and services.

Administration of Policy

The library reserves the right to interpret its own policy, and to change the policy at any time. Any conditions or situations not provided for in this policy may be decided by the Library Director. The Library Director shall have the right to waive the regulations whenever it is in the best interest of the library or community to do so.

Marion Public Library
Board of Trustees
Policy adopted 12/20/11

**Marion Public Library
Meeting Room Application and Agreement**

Name of Organization: _____

(Check) For Profit: _____ Not for Profit: _____

Fee _____

Authorized Contact person for Organization: _____

Mailing Address: _____

Telephone: _____ Email: _____

Date(s) Needed: _____

Times Needed (beginning and end time): _____

Set up begins at _____ Actual program begins at _____

Event title _____

Brief description _____

Expected attendance _____

Technology needs (please check)

Computer Imager _____ DVD & TV _____ Microphone (in podium) _____
Easel _____ Overhead _____ Microphone (lapel) _____

The undersigned, either individually or as an authorized representative of a group or organization, does hereby acknowledge that he/she has read the above "Meeting Room Policy" and hereby agrees to the terms of said Policy on behalf of him/herself and/or the organization or group which on whose behalf he/she is signing.

Printed name of Meeting Room User (Individual, group or organization)

Signed by _____

If signed on behalf of a group, indicate title or relationship of person signing to group:
