

Meeting Room Policy

Owen County Public Library

Purpose and Availability

The use of meeting space is provided free of charge to individuals and groups for civic, educational and philanthropic purposes. Library sponsored activities take precedence over non-Library uses of the meeting room. Meeting rooms are made available to the public regardless of the beliefs or affiliations of individuals or groups requesting their use. Permission to use the Library facilities does not, in any way, constitute an endorsement by the Library of the group or the group's beliefs.

Guidelines for Public Use

- Application for use of Library facilities must be completed prior to the scheduled meeting each time the meeting room is requested. Reservation requests are not final until confirmed by library personnel.
- Reservations will be taken on a first-come, first-serve basis. Reservations may be made up to three months in advance. An organization may schedule no more than two reservations per month without the approval of the Director.
- Individual booking the meeting room must be at least 18 years of age. The individual who signs the meeting room request is responsible for the supervision of the group and is responsible for any damages to Library property.
- Room setup and tear down is the responsibility of the group using the room. The group is expected to return the room to its original condition. Chairs stacked and tables clean. Library staff will return equipment to storage.
- Meeting rooms are available during posted library hours unless prior approval is granted by the Director. Meeting rooms must be vacated fifteen minutes prior to closing time.
- The Library reserves the right to cancel meetings for operational reasons or if an emergency exists.
- Meeting rooms are not available for personal or private parties such as birthday celebrations, showers or receptions.
- Only non-profit organizations or educational institutions offering approved classes or seminars may be permitted to charge a fee. Advanced approval by the Director is required. No solicitation is permitted.
- Number of attendees cannot exceed the posted maximum occupancy of the room.
- No conduct disturbing regular library use or infringing on any library rules is permitted.
- Alcoholic beverages or tobacco products shall not be served, used or consumed on library grounds.
- Abuse of meeting room or failure to adhere to Library policies may result in loss of meeting room privileges.
- Except as a designation of location, the name of the Library may not be used in any publicity without prior approval by the Director.

- The Owen County Public Library District, the Board of Trustees and staff, collectively and individually, are hereby released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained by reason of a meeting.

FINES:

Fines will be assessed if the room is left in an unsatisfactory condition or if there is damage to library property.

Cleaning Fine - \$75

Damage Fine – Damage to Library property or equipment will be assessed at full replacement or repair value, not less than \$75.