

Meeting Room Policy

Revised: July 15, 2025

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.

When mentioned in this policy, the term "Meeting Room" will apply to the use of the larger Meeting Room, the smaller Activity Room, and the History Room.

Notice to Outside Groups

Only the name and address of the library may be used to publicize an event. The library's logo and any images of the buildings, staff, or collection may not be used in any marketing items. Violation of this policy may result in immediate loss or revocation of future meeting room use.

The marketing material you use to advertise your meeting must include the phrase: "This is not an Owen County Public Library event."

Guidelines for Public Use

- All meetings shall be open to the public.
- Reservations will be taken on a first-come, first-served basis. Reservations may be made up to three months in advance. An organization may schedule no more than three reservations per month without the approval of the Director.
- Individuals booking the meeting room must be at least 18 years of age. The individual is responsible for the supervision of the group and is responsible for any damages to Library property.
- All requests for equipment use/technology assistance must be made at the time the room is reserved.
- Lost or damaged Library equipment must be replaced; the individual who reserved the room will be held responsible. The Library is not responsible for equipment, supplies, or any other materials owned by a group and used in the Library.
- 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 technology equipment to storage.
- The Library is unable to store personal property, materials, equipment, and/or supplies between meetings.

- Groups may not attach or affix anything to walls or doors in the room without prior permission from the Library.
- No literature or handouts may be given to Library patrons by individuals or organizations using the Library's meeting spaces.
- Meeting rooms are available during posted library hours. Meeting rooms must be vacated fifteen minutes before 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.
- Library meeting rooms may not be used as a primary or secondary place of business, nor will financial transactions for a business be allowed. No product demonstrations, sales pitches, fundraising, or collecting of money can take place in the building or on the property. No solicitation is permitted.
- 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.
- 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, tobacco products, or illegal substances shall not be served, used, or consumed on library grounds.
- No lit candles or open flames are allowed.
- Abuse of meeting room or failure to adhere to Library policies may result in loss of meeting room privileges.
- If you book a meeting space and find that you no longer need it, please inform the Library as soon as possible. This will allow a different group to schedule its use. If you fail to notify the Library about a cancellation, you may be denied future use of the room.
- The Library reserves the right to ask any individual or organization to vacate the premises, without warning, if the use of the meeting space becomes disruptive to the Library's normal course of business or violates the policy guidelines.
- 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 because 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.