

BARTHOLOMEW COUNTY PUBLIC LIBRARY
536 FIFTH STREET
COLUMBUS, INDIANA 47201

MEETING ROOMS POLICY

General Statement

The Board of Trustees of the Bartholomew County Public Library invites any organization or group of citizens from Bartholomew County to use the library meeting rooms for non-commercial and non-profit purposes hereafter described.

The fact that a group is permitted to meet at the library does not in any way imply approval by the library of the group, the meeting or the ideas presented at the meeting. A group may not use the library logo in any form or imply that the library is a sponsor of a meeting/event.

All members of the group must adhere to the Library's User Code of Conduct Policy.

The adult reserving and assuming responsibility for the room must have a valid Bartholomew County Public Library card. Exceptions can be made for representatives of Federal or Indiana agencies and political subdivisions and on a case-by-case basis by the Library Director or her/his designee.

Rooms are reserved on a first-come, first-served basis and normally will be assigned no more than one year in advance, up to 25 times a year.

Facilities

Five rooms are available for meeting purposes. Approximate seating is as follows:

Red Room:	maximum 100 persons
Conference Room:	maximum 40 persons
Room #3:	maximum 10 persons
Room #5:	maximum 6 persons
Computer Lab:	maximum 10 persons

Light refreshments and non-alcoholic drinks are permitted in all but the Red Room and Computer Classroom. Kitchenette is available for use by groups using the Conference Room. Groups must furnish their own equipment and supplies.

Meeting room users are responsible for meeting room setup and cleanup. Each meeting room has a set configuration. If a group decides to use a different table and chair setup, the room must be returned to its original configuration before departure. Under no circumstances may the podiums in the Red Room and Conference Room be moved!

Applications and Reservations

Reservations can be arranged online via the library web site; by phone (812-379-1277); or in person between 9:00 a.m. and 5:00 p.m. Monday through Friday.

Applications should be made at least 24 hours prior to intended use of the rooms. Similarly, cancellations by the group holding a reservation should be communicated 24 hours in advance.

Submitting an application is not a guarantee of the reservation. The library must approve the application before room usage is allowed. However, submission does constitute acknowledgment of the Meeting Room policy and the agreement to abide by its rules and regulations.

If not already reserved, Rooms #3 and #5 are available for walk-in use by tutor teams and study groups for quiet study purposes. Those using the room must complete a reservation form and abide by all other aspects of this policy.

Fees and Hours

Use of the rooms is free of charge and rooms are normally available during which the library is open to the public. However, due to limited hours and staffing the rooms are not available on Sundays.

Reservations must include set-up and clean up times by the group. Early admittance to the building prior to public opening time is not permitted.

All groups are expected to vacate the room 15 minutes before the library closes.

If a group fails to leave a meeting room or equipment in its original configuration and condition the library card holder who made the room reservation will be charged a fee:

- Maintenance (reset room, clean carpet, repair furniture): \$25/hour.
- Equipment damage or replacement: Cost + \$ 25 service fee.

Equipment and Supplies

Use of library equipment must be arranged at the time of application. Groups wishing to bring in their own equipment need to receive advance approval.

In the Red Room, Conference Room, and Computer Lab we have a system that includes a computer and projector/TV. In Rooms #3 and #5, we have the following items available: TV/DVD unit, overhead projector, and easel. No other office or computer supplies are available.

Restrictions

Library programs will take precedence over all other activities. The Library reserves the right to change or cancel reservations and to determine priorities in assigning meeting room space.

Except in support of the library, meeting room facilities may not be used for sales and no admittance fees may be charged except for fees charged as part of an enrollment cost by a nonprofit educational institution. A group may make normal collection of dues from its members, but shall not solicit voluntary offerings or donations.

Rooms may not be reserved for parties, receptions, weddings or worship services.

The Library reserves the right to bar a group from future use of the library meeting room facilities, if they fail to abide by the contents of this policy.

No group, without express permission of the Board of Trustees, may list the address of the Bartholomew County Public Library as its official address.

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

The Library makes no warranties concerning the condition of the room and shall not be held liable for any injury to any person or property occurring in or about the meeting room(s) during the use of the meeting room(s) by the group; the group agrees to hold the Library harmless from, and to indemnify and defend the Library against any and all loss, liability, damage, or expense asserted on account of any injury to any person or property (whether the person or property of any member of the group, or of any employee of the Library or of any third persons) arising out of the group's use of the meeting room(s) or resulting from a breach of the group of any provision of this request form.