

Meeting Rooms

- General:** The primary purpose of the library meeting rooms is to provide space for programs either sponsored by the library or initiated by the public for cultural, educational, informational, or civic purposes. Any reservation request for an event or activity not clearly defined in this policy will be handled on a case by case basis at the discretion of the NCPL Director. Special situations may be brought to the attention of the NCPL Board of Trustees for approval as appropriate. Use of the meeting rooms for library purposes shall take precedence over all other uses. The Library reserves the right to preempt any scheduled meeting.
- Staff oversight:** NCPL reserves the right to have a library representative attend any function held in its facilities (excepting lawful executive sessions of governmental bodies) to ensure no unlawful activities or activities contrary to NCPL policies are occurring on library premises. The library representative may enter the function at any time and may end the meeting/event if warranted. If deemed necessary, law enforcement will be notified.
- Limitations:** The meeting rooms will be available on equal terms for lawful purposes to all groups in the county within the parameters of this policy regardless of the individual beliefs and affiliations of their members. The individual reserving the meeting space must be 18 years of age or older. To allow for a variety of organizations to have the opportunity of reserving the rooms, the Director may limit meeting area monopolization. Meeting rooms shall not be used for political campaigning for an individual candidate.
- Marketing/Disclaimers:** The fact that a group is permitted to meet at an NCPL library does not in any way constitute an endorsement of the group's policies or beliefs, and any misrepresentation of this fact will result in the loss of library use privileges for the offending group. Use of the premises may be terminated at any time if the conduct of the group, or any member of the group, is disruptive to library service, abusive or dangerous to the building, library materials, exhibits, furnishings, or individuals in the building. Any group or individual not sponsored or co-sponsored by NCPL who advertises an event to be held at NCPL is required to include the following disclaimer in their advertisements:

DISCLAIMER: The fact that a group or individual is permitted to meet in a Noble County Public Library does not in any way constitute an endorsement, recommendation, approval, or sanction of the organizer's policies, belief, statements, viewpoints, or recommendations.
- Making Reservations:** Reservation requests for non-fee events may be made in person; over the phone, or through the website if available. Reservations for events requiring a fee will not be placed in the calendar or confirmed until the non-refundable payment has been made. Permission to use meeting rooms will be granted on a first-come basis; however, library sponsored or co-sponsored programs and events take precedence. Submission of a request indicates understanding of, and compliance with this policy and any meeting room procedures that apply. Any library equipment needed should be coordinated with library staff up to a week before the reservation. (there is no guarantee that equipment will be available).
- Set-up & Clean-up:** Groups using the meeting rooms will be expected to arrange the chairs and tables to suit their own purpose. Following the meeting, the chairs and tables are to be returned to their original arrangement unless otherwise directed by the library staff. All trash should be placed in the dumpster and counters, sinks, and floors cleaned and swept. Items are not to be removed from or put on

the floors, walls, or other parts of the meeting areas without permission. There is no guarantee of NCPL cleaning between events and therefore it is expected that the room will be left in good condition for the next event.

7. **Hold Harmless:** Groups using meeting rooms agree to indemnify and hold harmless the Noble County Public Library, and its employees, officers, agents, and representatives, from any and all suits, actions, claims, or demands of any nature arising out of or brought on account of any injuries or damages sustained by any person by a consequence or result of the use of NCPL property, its furnishings, or its equipment. ***There is no guarantee of snow or ice removal in parking lots or on sidewalks during hours library is closed.***

8. **Capacity:** The capacity of the meeting areas is as follows. Any fines imposed by local authorities for exceeding fire code capacities will be the responsibility of the applicant and future use of library facilities may be revoked.

Facility	Room	Capacity
Albion	Shultz Room	16
Albion	Cole Room A & B	100
Albion	Oasis Room	25
Albion	Activity Room	25
Avilla	Wetlands Room North & South (library hours only)	75
Avilla	Terrace Room	40
Cromwell	Opera House Room	120

9. **After Hours:** NCPL encourages that meetings be held during open hours whenever possible. Reservations for meetings that will extend beyond open hours must be made at least 2 business days prior to the event. A procedural checklist relating to building security and clean-up may be provided and/or a staff member will walk through securing the building with the responsible party. Regardless, **any individual or group holding an event when the library is closed will be held responsible for the security of the building. No event may extend beyond 9 p.m., including clean-up, without prior approval from the Director. It will be considered a violation of policy for groups remaining in the library after closing if prior arrangements have not been made.**

10. **Compliance & Damage:** Each individual/entity that reserves library space assumes full responsibility for compliance with this policy and for any damage or loss resulting from the use of the facilities. Parents/guardians are responsible for providing supervision for children before, during, and after any functions. **Abuse of the facilities, or violation of this policy will be sufficient cause to deny further use of the meeting rooms and may result in legal restitution for any loss or damage.**

11. **Lost/Stolen items:** The library does not assume any responsibility for the security of personal items.

12. **Fees:**
Fees for meeting spaces will be as follows with the understanding that not all situations may be listed. In this case, or where interpretation is needed, the Director will be authorized to make a final decision.

No fee will be charged for the following events: (please note, that for no fee to be charged, the description of the event during the scheduling process must be specific enough to clearly define the event's purpose)

- Library sponsored or co-sponsored events
- Friends of NCPL events
- Noble County Genealogy Society events
- Training or planning meetings (profit or nonprofit)
- Tutoring
- Service organization, government, or non profit meetings
- Youth organization meetings (such as 4-H, sports, etc.)
- Visitations held during open library hours
- Political forums (such as debates, town hall meetings)
- Job fairs and employment information open to the public
- Educational seminars by field experts open to the public
- Community service events (such as miracle tree, day of caring, relay for life)

Non-Refundable Fees will be charged for the following events at the rate of \$100 (cash or credit only) for the Albion Cole Room, or Cromwell Opera House Room and \$75 (cash or credit only) for the Albion Activity or Oasis Rooms, or the Avilla Terrace Room.

- Non library fundraising
- Private family parties (such as reunions, birthday, showers, graduations)
- Any event held on a holiday or weekend day (exception MAY be made by Director or Branch Administrator if event fits one of the no fee categories)
- Any event where items will be sold or client base potentially built
- Depositions

Note: Fees must be paid before the event can be placed on the calendar and space/date reserved. **This fee will not be refunded for cancellations, weather, or for any other reason except in cases where the reservation was cancelled by the Library.** The Director or Branch Administrator has the authority to allow rescheduling of an event with no additional fee on a case by case basis at their discretion.

13. Food and Drink Rules:

- **No smoking is allowed in any NCPL building or within 8 feet of any entrance.**
- **Alcoholic beverages are prohibited on all NCPL property (exception for library sponsored events where special license has been obtained).** If alcohol is discovered during an event, the event will be immediately terminated and all persons associated with the event asked to leave. All persons or organizations responsible for an event where alcohol is or was found to be present will have meeting area privileges permanently revoked at all NCPL facilities.
- The meeting room's kitchen area and its appliances can be utilized but must be cleaned thoroughly after use. The groups must bring their own supplies (food, tableware, cleaning supplies).
- All spills or accidents (including vomit) must be immediately cleaned up in accordance with standard guidelines concerning bodily fluids as appropriate.