

Meeting Rooms -

1. 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. Meeting rooms shall not be used for political campaigning (political forums are allowed), nor fundraising unless on behalf of the library. 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.

2. NCPL reserves the right to have a library representative attend any meeting held in its facilities (excepting lawful executive sessions of governmental bodies) to ensure no unlawful activities or activities contrary to this policy are occurring on library premises. The library representative may enter the meeting at any time.

3. 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.

4. 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.

5. Reservation requests shall be made through the Library's web page by the applicant's authorized representative or in person at any NCPL Library. The request is tentative until approved by the library Director or designated staff. Permission to use meeting rooms will be granted on a first-come basis; however, library sponsored or co-sponsored programs and events will be given priority. 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 requested when reserving the room (there is no guarantee that equipment will be available).

6. 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. Items are not to be removed from or put on the floors, walls, or other parts of the meeting areas without permission.

7. 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 during hours library is closed.

8. 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
Central	Shultz Room	16
Central	Cole Room A & B	100
Central	Oasis Room	25
Central	Activity Room	25
East	Wetlands Room North & South (library hours only)	30
East	Terrace Room	40
West	Opera House Room	120

9. 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. An extended hours checklist will be provided and must be completed for meetings that end when the library is closed to ensure the security of the library. **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. Each individual/entity that reserves library space assumes full responsibility for compliance with this policy and for any damage 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. The library does not assume any responsibility for the security of personal items.

Fees:

1. There will be no fees for library sponsored or co-sponsored events, for non-profit or service organizations, for government entities, or for businesses or organizations utilizing meeting rooms for training or planning purposes.

2. A **\$50 (including tax) non-refundable fee** (cash or credit only) will be required before approval of any reservation for a function involving “monetary gain” such as “hosted” parties or “for profit” entities conducting business. The only exception to this is for the purpose of one on one tutoring. This fee will also be charged for a private family event such as birthday party, reception, baby shower, reunion or similar. This fee will not be refunded for cancellations or for any other reason. In cases where the library cancels the reservation due to an emergency or library event, a credit memo will be provided to be used for a future reservation.

Restrictions and Clean-up:

1. **No smoking is allowed in any NCPL building or within 8 feet of any entrance.**

2. **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.

3. 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).

4. All spills or accidents (including vomit) must be immediately cleaned up in accordance with standard guidelines concerning bodily fluids as appropriate.

5. It is expected that groups will leave the facility in the same condition it was found or better. The following checklist shall be completed before leaving the premises.

- Vacuum or sweep floors
- Clean equipment, tables and chairs, kitchen items
- Tables may be left as is, but please stack chairs against wall
- Turn off lights (emergency lights will remain on)
- Take trash to the bins found in the parking lots of all facilities (Albion's in on the north side)
- Non regular trash such as helium tanks or similar must be removed from library property
- All food and decorating supplies that are left over must be taken with you when you leave
- Check restrooms and turn off lights
- Make sure the library doors close and lock behind you if staying after library hours - even if other events are in the building, you are responsible for ensuring the security of the building when you leave.