Meeting Rooms

Purpose and Philosophy:

The primary purpose of the Noble County Public Library's (Library) meeting rooms is to provide space for programs or events sponsored by the Library or initiated by the public for cultural, educational, informational, or civic purposes. The Library provides access to its meeting rooms without discrimination regarding the political, religious, philosophical, or ideological beliefs of the applicants. 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 or event and to require a memorandum of understanding (MOU) for requests that are unique, ongoing, or where security/safety is a reasonable concern. Board approval will be required for any MOU.

Liability and Damages:

- **"As-Is" Clause:** The Library provides room set-ups as-is. Groups are responsible for any additional setup and must return the room to its original layout.
- **Damages:** The Individual making the reservation assumes full financial responsibility for any damage to Library property, equipment, or specialized cleaning required after use.
- **Liability:** The Library is not responsible for accidents, injury, or loss of personal property related to any reservation. There is NO guarantee of snow or ice removal for non-library events.

Category of Users and Fee Structure:

Note: All fees are NON-REFUNDABLE *and will not be refunded for cancellations, weather, or for any other reason except in cases where the reservation was cancelled by the Library prior to the event. All reservations requiring a fee must be paid in full and in person before the reservation is approved. If an event is cancelled prior to the start of the event, the fees already paid may be used to reschedule.*

Tier	Group Type	Fees	Purpose
Tier 1	Library Sponsored	Free	Library programming Friends of the Library Noble County Genealogy Library Fundraising
Tier 2	Nonprofit Organizations Education Government Entities	Free ***Note:*** *Reservations in this tier must be made at least 1 day in advance of the event and must be reviewed by an administrator prior to approval.*	501C3 meetings Education/Tutoring Youth organizations Service clubs Local Government meetings Visitations
Tier 3	Private Events Commercial Entities Partisan Events	$200 fee per day ***Note:*** *Reservations in this tier must be made at least 30 days in advance of the event and must be reviewed by an administrator prior to payment being accepted. Please call the library before coming in to pay to ensure it has been reviewed. Reviews will be made within 7 days of the reservation request.*	Parties Depositions Commercial/Corporate events Political Party events

General Rules of Use: *Failing to comply with these rules may result in immediate termination of the event and loss of future meeting room privileges.*

- **Noise and Disruption:** Activities cannot disrupt normal Library operations. The Library reserves the right to terminate bookings that are disruptive.
- **Hours:** Meetings/events that begin outside of library open hours require coordination with library staff one to two business days prior to the event to obtain key/fob for access. Meetings/events that end outside of library open hours require precoordination with library staff to ensure the security of the library is maintained. All events must be concluded, including clean-up, and the building secure by 9pm.
- **On-Site Sales/Fundraising:** No commercial sales, direct solicitation, or admission fees may be charged unless it is a Library sponsored event. No non-Library fundraising is authorized.
- **Alcohol and Smoking/Vaping:** Alcohol is prohibited on all Library property with the exception of Library sponsored events where a special permit has been obtained. Smoking/Vaping is not allowed in Library buildings or within 8 feet of any entrance.
- **Promotional Materials/Marketing:** The fact that a group is permitted to meet at a Library facility 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. All advertising, flyers, or digital invitations for an event must explicitly and prominently state: *"This event is not sponsored or endorsed by the Noble County Public Library"*.
- **Outdoor gatherings:** Only Library sponsored events are permitted on Library grounds. No other group activities or gatherings are permitted without express permission of the Board.
- **Clean-up:** All trash must be removed and placed in the library dumpster. Excessive trash must be taken off library property. Food and decorations must be removed and taken home or disposed of (do not leave items in the refrigerator/freezer. Do not leave helium tanks at the library or place them in the dumpster, these MUST be taken off library property. All tables, counters, and floors should be left in the same or better condition than found.

Making Reservations:

- Must be 18 years of age or older.
- Reservation may only be made online at myncpl.us by the requestor who will responsible for the event.
- The requestor must be present for the entire event.
- Tier 2 and Tier 3 reservations may be made no earlier than six (6) months in advance of the event. Tier 3 reservations may be made no later than thirty (30) days in advance of the event.