

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 Executive 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 or event.
- Parties/Specified Events:** There are many organizations in our local communities that offer spaces for events and we want to support those venues and encourage use of those spaces. We have a list of contact information for venues that we are aware of. The cost of reserving library space for a specified event is found in paragraph 13. Availability for spaces can be viewed online through our website, but this type of reservation must be made in person at the library with the required non-refundable fee.
- 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 Executive 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 on library property. 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:** Reservations may be made through our website up to six (6) months in advance for most organizations. Reservations for purposes requiring a fee (see paragraph 13) must be made in person with non-refundable payment. Submission of a request, whether online or in person indicates understanding of, and compliance with this policy and any meeting room procedures that apply. Any library equipment needed may be reserved during the reservation process (there is no guarantee that equipment will be available). Sundays are not available for reservations.

7. **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.

8. **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.***

9. **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 | Cole Room | 100 |
| Albion | Oasis Room | 25 |
| Albion | Green Room (library hours only) | 25 |
| Albion | Activity Room | 25 |
| Avilla | Wetlands Room (library hours only) | 75 |
| Avilla | Terrace Room | 40 |
| Cromwell | Opera House Room | 120 |

10. **Access:** 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 or meeting 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 Executive Director. It will be considered a violation of policy for groups remaining in the library after closing if prior arrangements have not been made.**

11. **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.**

12. **Lost/Stolen items:** NCPL does not assume any responsibility for the security of personal items.

13. **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 Executive Director will be authorized to make a final decision. Fees must be paid with cash or credit/debit card. No checks will be accepted.

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 administrative 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 \$200 (cash or credit only) for spaces at NCPL-Albion or NCPL-Cromwell; and \$100 (cash or credit only) for spaces at NCPL-Avilla. NCPL card holders may receive a 10% discount upon request.

- Non library fundraising
- Private family events (such as reunions, birthdays, showers, graduations, funeral dinners)
- Any event where items will be sold or client base potentially built
- Depositions

Note: **Fees will not be refunded for cancellations, weather, or for any other reason except in cases where the reservation was canceled by the Library.** The Executive Director or Branch Administrator has the authority to allow rescheduling of an event with no additional fee on a case by case basis.

14. 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.