

# Meeting Room Policy

Monroe County Public Library (MCPL) provides meeting rooms for public use. The **Meeting Room Policy** is developed in accordance with the library's mission. The meeting rooms are available to all Monroe County organizations and local units of government on equal terms regardless of opinion or affiliation free of charge. Some rooms are also available to local businesses for a fee established annually by the Board of Trustees in the library's Fee Schedule. The library does not sponsor or endorse the views of any group using the meeting rooms. A group may not use the library logo in any form or identify or imply that the library is a sponsor of a meeting/event.

This policy is for use of the library for outside groups and does not apply to library programs, library sponsored programs, or approved use by MCPL-affiliated groups.

## General Guidelines:

The library administration has written procedures for the use and scheduling of the meeting rooms that are in the best interest of the library and the community. A meeting room application must be completed to reserve a meeting room.

The person filling out a meeting room reservation must have a library card from Monroe County Public Library and be at least 18 years old.

Local nonprofit organizations, units of government and businesses may reserve meeting rooms up to 90 days in advance, as available, up to 20 times a year.

Meeting room reservations should be made at least a week in advance. Reservations requested less than 72 hours in advance must be made by telephone or in person in the Library Administration Office, Monday-Friday, 9 a.m.-5 p.m., or by phone, (812)349-3050, to ensure that meeting room use is approved.

The meeting rooms of the library will only be scheduled during hours that the library is open to the public.

The public is welcome at all meetings which have not been limited by the group reserving the meeting room in its reservation.

The library reserves the right to:

- share the contact information of any individual/organization that books a meeting room, if a request is made by a member of the public.
- preempt or reschedule meetings when the library needs the meeting room space.
- refuse or discontinue any use which is disruptive to the normal operation of the library, destructive to the building or equipment, fails to follow the library's Behavioral Rules, or if information is falsified on the meeting room application. Meeting room use that generates excessive noise will be considered disruptive.
- allow staff to enter any meeting room to ensure adherence to library policies and to ask groups to vacate the building before library closing.

The library may cancel scheduled room use when library policy has been or will be violated. The library's Art Display Policy shall apply in a meeting room when it is being used for an art exhibition.

No charge may be made for admission and no freewill collection may be made in the library. Items, services, and memberships may not be sold or promoted.

Groups showing copyrighted movies in the library's public meeting rooms are solely responsible for obtaining written public performance licensing rights. Borrowing, renting, or purchasing a movie does not carry with it the right to show the movie outside the home.

### **Use by Nonprofit Organizations and Local Units of Government:**

Nonprofit organizations operating in Monroe County and units of local government may reserve rooms. Use by nonprofit organizations and units of local government is free of charge.

Organizations claiming nonprofit status may be asked to provide a copy of their IRS Form 501(c)(3), Articles of Incorporation, or a Tax Exempt Certificate.

It is the responsibility of the nonprofit organization or unit of local government to contact library administration if a meeting has been canceled. If Community Access Television Services (CATS) is scheduled to record a public meeting, the organization must also notify CATS of the cancellation.

### **Use by Businesses:**

Businesses operating in Monroe County may reserve meeting rooms for a fee established by the Board of Trustees in the annual Fee Schedule.

Payment for use by a local business is due when the reservation is made.

It is the responsibility of the business to contact library administration when a meeting has been canceled. If a business cancels a reservation less than one week before the meeting was scheduled, no refund will be made. The library will refund fees as follows:

- 50% of the fee if a business cancels a reservation more than one week before the meeting was scheduled.
- 100% of the fee if a business cancels a reservation more than two weeks before the meeting was scheduled.
- 100% of the fee if the library cancels the meeting at any time.

### **Facility Setup:**

Meeting room users are responsible for meeting room and equipment setup and cleanup. Each meeting room has a set configuration. The library provides no setup at the Ellettsville Branch or Main Library. If a group decides to use a different room setup, the room must be returned to its original configuration upon departure.

Groups that have questions about library meeting room equipment should plan to visit the library between 9 a.m. and 5 p.m., Monday through Friday, before their event.

The library is not responsible for the loss of and/or damage to equipment or materials owned by groups. The library cannot store supplies or equipment belonging to a group. All materials left are turned into Lost and Found.

Light refreshments may be served during meetings in all public meeting rooms except the Auditorium. The group using the room must provide supplies and equipment for serving refreshments. The library does not have full kitchen facilities.

### **Meeting Room Usage Subject to Clean-up Fees:**

If a group fails to leave a meeting room or equipment in its original configuration and condition, or does not vacate the room by the scheduled reservation time, it will be charged a fee, as approved by the Board of Trustees in the Fee Schedule.

*Adopted by Board of Trustees April 21, 2004*  
*Amended by Board June 15, 2011 and November 16, 2011*  
*Updated January 21, 2015*



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**Links:**  
[1] <http://mcpd.info/library/trustees/board-trustees>  
[2] <http://mcpd.info/policies/principal-general/meeting-room-policy>  
[3] <http://mcpd.info/policies/principal-general/meeting-room-policy>  
[4] <http://mcpd.info/policies/principal-general/meeting-room-policy>