

# Meeting Room Policies



**NEW CASTLE • HENRY COUNTY**  
PUBLIC LIBRARY

Revised November 21, 2016

# New Castle-Henry County Public Library

## Meeting Room Use Policy

*Meeting rooms in the New Castle-Henry County Public Library exist for cultural, civic or educational purposes. The purpose of the meeting and a description of the program must be included on the application to use the room. The Library Director shall determine whether a proposed meeting falls within library policy and make exceptions as deemed appropriate. Violations of this policy may result in the denial of future meeting room use.*

### **General Guidelines**

Meeting Rooms may be reserved through the library's online room reservation system or by filling out a paper Meeting Room Application. By clicking the acceptance of the Terms and Conditions online or signing the application, the user accepts responsibility for damage or loss to the library's meeting room equipment and furnishings. The person who signs the application is responsible for the conduct of the group and payment of fees, if applicable.

Groups and individuals who use the meeting rooms are guests of the library and their use of the space should reflect that understanding. Persons attending activities in the meeting room are subject to all library policies. Use of the meeting room must not disrupt other library patrons.

Sale of goods and services is not permitted in a library meeting room, unless related to a library program (class materials, craft supplies, author's books, etc.). No charge may be made for admission.

Priority of meeting rooms will be given to library-sponsored events. The library reserves the right to preempt any event for an emergency or library-sponsored event; should this occur, the library will make every effort to provide ample notice and associated fees will be refunded.

The library reserves the right to cancel any program or change meeting rooms.

Use of meeting rooms does not constitute library endorsement of the beliefs or ideas expressed by organizations or individuals using the space. Meetings should not be publicized in a manner that suggests library sponsorship or affiliation. To establish the fact that the New Castle-Henry County Public Library is not sponsoring the event, all publicity which uses the name of the library must include the statement "Sponsored by (the name of the organization)." Contact information for the organization should also be included in all publicity. Groups that violate this policy may lose their room privileges for future meetings.

All rooms are ready for use in a standard setup determined by the library. Users are permitted to move tables and chairs to another setup, but must restore the meeting room to the original state and leave the room clean and free of trash. The user agrees to pay for all damages and losses incurred to the room or its contents, as well as the cost of excessive clean up. In such situations, the damage deposit will not be refunded.

Users may not store or leave equipment, supplies or personal belongings in the library. The library is not responsible for lost or stolen items.

Rooms will be booked only to adults. Youth groups may use the rooms if a responsible adult has been designated and is present at all times. Children must be supervised at all times by adults responsible for their care.

Smoking, alcoholic beverages, candles, and any fire-lighted materials are prohibited. Food and drink are not permitted in the fixed seating area of the auditorium.

Attendance must be limited to the room capacity posted by the Fire Marshal.

The use of all Sound Booth equipment and any technology needs must be prearranged with library staff at the time of reservation. Only library staff is permitted in the Sound Booth.

Groups showing copyrighted movies in the library 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.

### **Time-Related Guidelines**

Meeting rooms may be scheduled up to 3 months in advance. Groups or individuals who reserve the meeting rooms are limited to a maximum of 4 times per month.

Meeting rooms are available only during the hours the library is open to the public. All meetings must be completed 15 minutes prior to the closing of the library. Failure to do so may result in a penalty charge of \$50 per hour.

Cancellations should be made at least 48 hours in advance. Less than 48 hours will be considered a no-show. Groups with 3 no-shows within 12 months may lose their room privileges for 1 year. Consecutive use is limited to seven days.

### **Fees**

*For-Profit Groups / Individuals*– New Castle-Henry County Public Library charges a usage fee plus sales tax for the use of the library’s auditorium and meeting rooms. The fee will cover a maximum of eight (8) hours of use. The Library Director will make fee adjustments as needed for special events.

The fee is to be paid in advance of the scheduled date. If the program is cancelled 48 hours before the event, the fee will be returned.

*Not-for-Profit Groups*– Not-for-Profit organizations and units of local government may reserve the auditorium and other meeting rooms without a usage fee. 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.

*Damage Deposit*– A damage deposit fee (\$25) is required with every reservation and will be refunded within 60 days after the meeting on the stipulation that the room is left in its original condition. This fee secures the date requested and reservations will not be considered final until the fee is paid.

*Refunds* - The library will not issue refunds due to poor attendance. If the library is closed (due to inclement weather or other emergency) on the date of a scheduled meeting, the library will make every effort to reschedule the meetings at no additional cost or reimburse the room reservation fees.

### **Fee Schedule**

Damage Deposit Fee - \$25

Auditorium - \$75

Meeting Room A & B - \$50

Board Room /Training Lab - \$30 each

Upper Level Study Rooms- FREE

Use of Kitchen - \$10

For questions regarding these policies or to make a reservation, please contact Tina Phelps at [tinap@nchcpl.lib.in.us](mailto:tinap@nchcpl.lib.in.us) or 765-529-0362 x1346.

# **Meeting Room Descriptions**

## **Auditorium**

This attractive room is dividable, with fixed theater-style seating in the back for seventy-four (74) people. The room features a stage and sound booth with professional sounds and lighting. Six (6) round tables with six chairs apiece are set up in the front of the room by the stage.

## **Board Room**

A formal setting for smaller meetings, the room features one large conference table that seats approximately twelve (12) people.

## **Meeting Room A & B**

This room is setup with eight (8) small rectangular tables with two (2) half-round tables at each end with a total of eighteen (18) chairs in a line in the middle of the room making one large table. A kitchen (available for a \$10 fee) is adjacent with restrooms nearby.

## **Computer Training Lab**

The training lab features twenty-one (21) computers connected to the Internet and equipped with updated software, along with a computer that is connected to a projector for interactive presentations.