

Meeting Room Policy

Adopted December 2020; rev. Feb. 2023, May 2023

The Plainfield-Guilford Township Public Library (“Library”) provides access to resources supporting the informational, educational, recreational, and cultural needs and interests of its constituents in a financially responsible manner. Within this framework, the Library offers meeting room space on a fair and equitable basis in accordance with this policy.

Use of Library meeting rooms by any group or individual signifies acceptance of and intent to comply with the terms and conditions set forth in this policy.

A. Eligibility and Fees

- (1) Businesses, residents, and organizations within Guilford Township engaged in advocacy, social services or whose activities are of a charitable, civic, commercial, cultural, educational, governmental, intellectual, political, or religious nature are eligible to use the meeting rooms free of charge.
- (2) Local, county, state, and federal government agencies or organizations, officials, or contracted parties who serve or represent Guilford Township and its residents may use the meeting rooms free of charge.
- (3) Non-profit organizations located within Hendricks County are eligible to use the meeting rooms free of charge. Proof of IRS 501(c)(3) status may be required.
- (4) All other businesses, individuals, and organizations who reside outside of or who do not have a physical location within Guilford Township may access the meeting rooms for a fee of \$50 per use.

B. General Guidelines

- (1) Library programs, activities, and related events have priority over all other meeting room uses and may be granted specific exceptions to the terms and conditions of this policy at the sole discretion of the Library Director.
- (2) Meeting rooms are available during normal operating hours. Meeting room users will not be permitted entry into the building outside of operating hours except at the sole discretion of the Library Director. Specific exception to this clause is made for election officials, poll workers, and voters when the Library serves as a polling location during general and primary elections.

- (3) Meeting rooms may not be scheduled for days when the Library is closed. The Library reserves the right to restrict or limit the use of meeting rooms during primary and general elections when the Library serves as a polling location.
- (4) Meeting room users must ensure that any outside equipment or technology intended for use in the meeting room is compatible with the existing technical and audiovisual capabilities present in the meeting rooms. The Library can not guarantee technical support for outside equipment or technology brought in for use in meeting rooms.
- (5) Meeting room users and attendees must adhere to all established Library policies, rules, and regulations. In particular, meeting room users should review the library's *Courtesy Policy*, the *Children in the Library Policy*, and the *Petitions, Electioneering, and Leafleting Policy*. Further, the Library Director or designated representative, is authorized to deny the use of meeting rooms to any group or individual that engages in conduct in violation of the Library's established policies, rules and regulations, or has a history of engaging in other disorderly, disruptive or abusive conduct. Users who misrepresent an event to avoid compliance with the Library's established policies, rules and regulations may have reservation privileges suspended.
- (6) Use of the meeting rooms must not interfere with or disrupt normal Library operations or the use of the Library by others. The Library reserves the right to immediately terminate meetings that cause disruption or disturbance in contravention of its established policies, rules and regulations. The Library reserves the right to have a designated staff member present at any meeting, program, or event to ensure adherence to its policies, rules and regulations regarding appropriate use of meeting rooms.
- (7) Meeting room users must vacate the meeting rooms at least five (5) minutes prior to the Library closing. Meeting room users whose meeting runs past closing time or who otherwise fail to vacate the building on time may have their meeting room privileges suspended or terminated.
- (8) Permission to meet at the Library does not, in any way, represent or imply approval or endorsement by the Library, its staff, or the Library Board of Trustees of a particular group or individual, their point of view, or the thoughts, ideas and opinions expressed during the meeting.
- (9) Meeting rooms are available for both public and private use.
- (10) No meeting room user may charge an admission fee nor may they solicit or collect a "free will" offering, nor may they sell or present for sale any item which is conditional for attendance. However, the selling of products or services is permitted under the terms of the library's *Courtesy Policy*.

- (11) Except for the Friends of the Plainfield-Guilford Township Public Library, no group or individual may use the name of the Library, its address or telephone number as either their contact information or their headquarters location.
- (12) The Library's logo cannot be used on advertisements or announcements. Groups and individuals may not imply the Library's sponsorship or endorsement of the meeting or other activity being held on Library property. The Library's name may only be used in reference to the meeting location.
- (13) The Library will not create or prepare any publicity, marketing, or advertising materials for meeting room users. Posting of such materials by meeting room users is governed by the terms and conditions of the Library's *Community Notice Board Policy*.
- (14) Meetings will be canceled if the Library is closed for weather or any other emergency. Meeting room users will not be directly notified in the event of an emergency closure. Weather related closures are announced through broadcast and social media in addition to the Library's website. Other closures may only be announced by signage posted at the main entrance.
- (15) Meeting room assignments will be made and may be changed, without notice, at the discretion of Library staff.
- (16) Minors aged nine (9) - seventeen (17) should not be left in meeting room spaces unattended.
- (17) Caregivers or parents using the meeting room spaces must directly supervise children eight (8) years of age or younger at all times in accordance with the Library's *Children in the Library Policy*.
- (18) The Library does not provide storage for any equipment, materials, or supplies used by meeting room users. Specific exception is made for the storage of voting equipment in preparation for elections.
- (19) Use of meeting rooms does not imply endorsement, support, or co-sponsorship by the Library for any activities that take place in the meeting rooms nor the beliefs or views of any group sponsoring an event. Any user of meeting rooms which is unaffiliated with the Library or its programming, must include a disclaimer in any promotion or other notice of the meeting or event that the meeting or event is neither sponsored by nor endorsed by the Plainfield-Guilford Township Public Library.

C. Reservations

- (1) Reservations must be made by an adult of at least eighteen (18) years of age. This individual will be responsible for the group using the meeting room and will be held financially accountable for any resulting loss or damage.
- (2) Reservations will not be made more than ninety (90) days in advance in order to prioritize library events, programming, or other library related scheduling needs. Specific exceptions to this clause may be made at the sole discretion of the Library Director. Reservations are considered on a first come, first served basis.
- (3) Meeting room users are solely responsible for submitting their requests in a timely manner. The Library will not retain lists of future bookings for later inclusion in the booking system.
- (4) The Library does not offer standing reservations to meeting room users.
- (5) Meeting room requests may be made in person, over the phone, on the Library's website, or via email through the rooms@plainfieldlibrary.net email address.
- (6) Meeting room users must complete an online *Meeting Room Use Agreement* acknowledging acceptance of the terms and conditions for use of the Library meeting room space. Reservation requests will not be confirmed until the online *Meeting Room Use Agreement* has been properly executed and received. For purposes of efficient recordkeeping, the library no longer uses paper forms.
- (7) For reservations where payment is due, the reservation will not be confirmed until payment has been received.
- (8) The Library reserves the right to impose limits on the number and frequency of meeting room reservations. Any meeting room reservation that would unduly limit, restrict, monopolize, or otherwise prevent equitable access to other meeting room users is strictly prohibited.
- (9) Meeting room users must provide a notice of cancellation no later than 24 hours prior to the scheduled meeting. Failure to provide proper notice may result in the cancellation or denial of future bookings.
- (10) Meeting room reservations are non-transferable; any meeting room users who engage in this practice will have their meeting room privileges revoked.

D. Care and Use of Facilities

- (1) The Library does not provide staff to assist meeting room users with room set up or clean up.
- (2) Meeting room users may not attach items to interior or exterior surfaces throughout the Library.
- (3) Meeting room users assume full responsibility and may be financially accountable for any damages or losses incurred resulting from the use of the meeting rooms. Abuse of the facilities will be sufficient cause to deny further use of meeting room spaces.
- (4) The Library is not responsible for the safety and security of personal items.
- (5) Light refreshments, including beverages, snacks, and boxed or bag lunches may be served. Alcoholic beverages are not permitted.
- (6) Meeting room users are responsible for cleaning up after their meetings and properly disposing of trash. This includes wiping off tables and chairs and sweeping the floor with the cleaning supplies provided in each meeting room.
- (7) Meeting rooms must be left as they are found. If furniture is rearranged, it must be returned to the default arrangement as indicated on the posted diagram in each room.
- (8) The use of tobacco products, including vaping devices, are not permitted.

E. Room Capacity

- (1) Meeting room users must adhere to the posted maximum occupancy limits of each room and are responsible for enforcing occupancy limits for their meetings. The Library reserves the right to terminate meetings where posted occupancy limits are exceeded and may suspend or terminate meeting room privileges for the groups who exceed posted limits.

Lobby Conference	12
McMillan A	54
McMillan B	96
McMillan (A & B combined)	150
West	46

F. Indemnification Clause

- (1) Meeting room users will indemnify and hold harmless the Library, its Board of Trustees, the Library Director, and all Library staff members and volunteers, from any loss, damages, liability, costs and/or expense that may arise during or out of an event in any way by use of the Library's meeting rooms or other facilities with the exception of loss, damage, liability, costs and/or expense caused as a result of the willful act or negligence of the Library.
- (2) The individual reserving the meeting room and/or completing a meeting room agreement assumes all responsibility for the preservation of order and for any injury to persons, and damage to, or loss of property that may result from the use of the meeting rooms other than for injury or damage caused by the willful act or negligence of the Library; and for observance of all established policies, rules, and regulations of the Library
- (3) Meeting room users may be required to sign additional waivers and releases as a condition of using the meeting room space. This will be determined on a case by case basis.

G. Appeals

- (1) Meeting room decisions may be appealed, in writing, to the Library Director within ten (10) days of the disputed action. The Library Director will issue a final determination, in writing, within a reasonable amount of time not to exceed thirty (30) days.