

Meeting Room Policy

Adopted December 2020; rev. Feb. 2023, May 2023, Oct. 2025

The Plainfield-Guilford Township Public Library ("Library") provides meeting room space for public use by individuals and organized groups in accordance with the following policy:

A. Eligibility and Rental Fees

(1) Library meeting rooms may be reserved by the general public. Associated rental fees are set at a Library Card Rate and a Non-Library Card Rate. Additionally, rental fees are based on the specific facilities being reserved as well as the duration of the reservation.

(2) To qualify for the Library Card Rate, an adult library card in good standing issued by the Library and designated as either a Resident, PLAC, or NonResident profile group in the Evergreen Indiana database is required. All other meeting room users qualify at the Non-Library Card Rate.

(3) The individual making the reservation will be responsible for the group using the meeting room and associated facilities and will be held financially responsible for any resulting loss, damage, or fees.

Bookable Space	Library Card Rate	Non-Library Card Rate
West (Max Capacity: 46)	Tier 1: No charge up to three hours; Tier 2: \$100 over three hours	Tier 1: \$100 up to three hours; Tier 2: \$200 over three hours + \$250 deposit
McMillan A (Max Capacity: 54)	Tier 1: No charge up to three hours; Tier 2: \$100 over three hours	Tier 1: \$100 up to three hours; Tier 2: \$200 over three hours + \$250 deposit
McMillan B (Max Capacity: 96)	Tier 1: No charge up to three hours; Tier 2: \$100 over three hours	Tier 1: \$100 up to three hours; Tier 2: \$200 over three hours + \$250 deposit
Full McMillan - A&B combined (Max Capacity: 150)	Tier 1: No charge up to three hours; Tier 2: \$150 over three hours	Tier 1: \$150 up to three hours; Tier 2: \$300 over three hours + \$250 deposit
Kitchenette (available first come, first served)	\$25	

Deposits and Other Fees

(4) A \$250 deposit is required at the time of booking for reservations made at the Non-Library Card Rate. This deposit is fully refundable excluding any fines or other fees deducted for cleaning, damage, disorder, extended use, failure to vacate, or hindering the closure of the Library. See *Schedule of Fines and Other Fees* below.

(5) The Library does not require deposits for meeting room users who book a meeting room at the Library Card Rate. However, applicable fines or other fees may be charged to the library card account of the individual who booked the meeting room to cover any charges for cleaning, damage, disorder, extended use, failure to vacate, or hindering the closure of the Library. See *Schedule of Fines and Other Fees* below.

(6) An itemized list of any applicable charges will be emailed to the individual who is financially responsible for the reservation within 72 hours of the reservation ending time.

Schedule of Fines and Other Fees

Charge Type	Amount	Explanation of Charge
Cleaning Fee	Up to \$250	For failure to: remove trash and decorations; clean/wipe countertops, tabletops, chairs, and glass surfaces; sweep/mop floors. Necessary carpet cleaning; using glitter. For the kitchenette and surrounding facilities: failure to remove trash, clean undue messes, clean sinks, refrigerator, and microwave; remove food/drinks from refrigerator.
Closure Hindrance Fine	\$100	For hindering the closure of the Library by failing to leave the facilities at or before the publicly posted closing times.
Damage Fee	\$250*	For accidental or intentional physical damage or loss to facilities and/or equipment. Includes loss of keys and meeting room kits.
Disorder Fee	\$25	For tables and chairs not reset to posted default arrangement; failure to lock facilities including meeting rooms, restrooms, and kitchenette.
Extended Use Fee	\$100- \$150	For when a meeting room user books at the Tier 1 rate, but whose actual length of use extends into the Tier 2 booking rate.
Failure to Vacate Fine	\$50	For failure to vacate meeting rooms by the scheduled reservation ending time, at least fifteen (15) minutes before the Library closes or in situations (e.g. fire alarms, tornado warnings) where building evacuation or seeking shelter is required.

* For damages exceeding \$250, the individual making the reservation will be held responsible for any additional costs.

Refunds and Cancellations

- (7) No refunds will be issued to meeting room users who are considered “no shows”, meaning they did not arrive within thirty (30) minutes of the start of their scheduled booking and provided no notice of delayed arrival or cancellation. See also *Section C, Clause 14*.
- (8) Cancellations received at least 72 hours prior to the scheduled starting time of the booking will be refunded at 100% for both the deposits, if required, and the applicable tier charges for room rental.
- (9) Cancellations received less than 72 hours prior to the scheduled starting time of the booking will be refunded at 100% for deposits and at 50% of the applicable tier charges for room rental.
- (10) Full refunds will be issued if the Library closes due to weather or other emergency, or if the space is needed for Library programming.
- (11) Refunds for kitchenette rental fees will not be issued to meeting room users who book the kitchenette, but do not use it.
- (12) Refunds will not be issued to meeting room users who initially book a meeting room at the Tier 2 rate and vacate the meeting room before the three hours mark when Tier 2 rates take effect.
- (13) Applicable refunds will be initiated within 72 hours of the meeting room reservation ending time.

B. Terms of Use

- (1) Meeting room users must agree to and follow the terms of the Meeting Room Policy before reservations will be approved.
- (2) Meeting room use for an individual or a group will be limited to a single booking per day. Under no circumstance will an individual or a group be permitted multiple or successive bookings per day.
- (3) 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.
- (4) Meeting rooms are available from Library opening until fifteen (15) minutes before closing. Meeting room users will not be permitted entry into the building outside of operating hours except at the sole discretion of the Library Director.

(5) Access to meeting rooms will not be granted more than fifteen (15) minutes prior to the start of the reservation.

(6) Meeting rooms are available for both public and private use.

(7) Meeting rooms may not be scheduled for days when the Library is closed.

(8) The Library reserves the right to restrict or limit the use of meeting rooms at any time.

(9) The Library can not guarantee technical support or compatibility for outside equipment or technology brought in for use in meeting rooms. Meeting room users are encouraged to make arrangements to test equipment at least 72 hours in advance with appropriate staff.

(10) Meeting room users who misrepresent themselves or their activities to avoid fees or compliance with Library policies, rules, and regulations may have their reservation terminated and may have future meeting room privileges suspended or denied.

(11) Meeting room users and attendees must adhere to all Library policies, rules, and regulations. In particular, meeting room users should review the Library's *Courtesy Policy*, the *Children in the Library Policy*, the *Community Notice Board Policy*, and the *Petitioning, Leafleting, Surveying, and Electioneering Policy*.

(12) 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.

(13) Use of the meeting rooms must not interfere with or disrupt 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.

(14) Library staff have free access to enter any meeting room at any time regardless of whether the event is public or private.

(15) Meeting room users whose reservation is approved for the Tier 1 rate, but whose actual length of use exceeds three hours when Tier 2 rates are in effect may be charged at the second tier rate due to extended use in addition to being fined for failure to vacate. See *Schedule of Fines and Other Fees*.

(16) Meeting room users must vacate meeting rooms by their scheduled ending time. Meeting rooms must be vacated at least fifteen (15) minutes prior to the Library closing. Meeting room users who fail to properly vacate a meeting room may be fined for failure to vacate. See *Schedule of Fines and Other Fees*.

(17) Meeting room users must vacate meeting rooms in situations (e.g. fire alarms, tornado warnings) where building evacuation or seeking shelter is required. Meeting room users who fail to comply with staff directives to evacuate or seek shelter may be fined for failure to vacate and may have future meeting room privileges suspended or terminated. See *Schedule of Fines and Other Fees*.

(18) Meeting room users whose meeting runs past closing time or who otherwise fail to vacate the building on time may have future meeting room privileges suspended or terminated and may be fined for hindering closure. See *Schedule of Fines and Other Fees*.

(19) Permission to meet at the Library does not, in any way, represent or imply approval, endorsement, or co-sponsorship by the Library, its staff, Administration, 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.

(20) 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*.

(21) 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.

(22) 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.

(23) The Library will not create, copy, or otherwise prepare any materials for publicity, marketing, advertising, or other purposes for meeting room users. Meeting room users may utilize the publicly available copying services for the standard fees. Posting of such materials by meeting room users is governed by the terms and conditions of the Library's *Community Notice Board Policy*.

(24) Meeting room activities must be confined to the assigned room(s) and kitchenette. Meeting room users may not use adjoining hallways or any other part of the Library for signage, registration, breakout sessions, or advertisement, except as specifically permitted by the *Community Notice Board Policy* and *Petitioning, Leafleting, Surveying and Electioneering Policy*.

(25) 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 unscheduled closure. Weather related closures are announced through broadcast and social media and the Library's website. Other closures may only be announced by signage posted at the main entrance.

(26) Children between the ages of eight (8) and seventeen (17) may be on Library property unsupervised; minors in this age group using the meeting rooms must have an adult in attendance.

(27) Caregivers or parents using the meeting room spaces must directly supervise children seven (7) years of age or younger at all times in accordance with the Library's *Children in the Library Policy*.

(28) The Library does not provide storage for any equipment, materials, or supplies used by meeting room users. A specific exception is made for the storage of voting equipment in preparation for elections.

(29) Promotional or directional signage of any type (including decorations) is not allowed outside on Library property or inside the Library except as permitted by the *Community Notice Board Policy*. Inappropriately posted signage and decorations may be discarded.

(30) Registration tables or other similar setups (e.g. for food, merchandise, literature) are not permitted outside the meeting rooms.

(31) Messages for anyone using a meeting room will not be taken or delivered except in cases of emergency.

(32) Meeting room users are solely responsible for their food deliveries. Library staff will not, under any circumstance, accept, coordinate, facilitate, supervise, assist with, or otherwise notify meeting room users of such deliveries. Food left by delivery drivers may be discarded.

C. Reservations

(1) Meeting room requests may be made on the Library's website or in person with assistance; reservations submitted via email, chat, or phone will be redirected as required. For purposes of efficient recordkeeping, the Library no longer uses paper forms.

(2) 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 facilities and will be held financially accountable for any applicable charges.

(3) All meeting room reservations must be approved by Library staff. The approval process may take at least one business day; meeting room users are strongly encouraged to plan accordingly.

(4) 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.

- (5) Reservations are considered on a first come, first served basis.
- (6) Reservations may be made for groups ranging in size from one (1) person up to the posted maximum room capacity of the specific meeting room being reserved.
- (7) The Library reserves the right to assign meeting rooms based on the best use of Library facilities. The Library further reserves the right to change, cancel, or revoke reservations with as much advanced notice as possible.
- (8) Reservations are non-transferable; any meeting room users who engage in this practice will have their meeting room privileges revoked.
- (9) Meeting room users are solely responsible for submitting their requests. The Library will not maintain running lists of future bookings for later inclusion in the booking system.
- (10) The Library does not offer standing reservations to meeting room users.
- (11) For reservations where payment is due, the reservation will not be confirmed until payment has been received.
- (12) The Library reserves the right to impose limits on the number and frequency of meeting room reservations.
- (13) Meeting room users are considered “no shows” if they do not arrive within thirty (30) minutes of the start of their scheduled booking and provide no notice of delayed arrival or cancellation. No shows forfeit their reservation as well as all claims to refunds. After two (2) no shows, meeting room users may lose their meeting room privileges.
- (14) Groups may reserve the kitchenette on a first come, first served basis and for a fee. See *Refreshments and Kitchenette*.

D. Care and Use of Facilities

- (1) The Library does not provide staff or equipment (e.g. carts, extension cords, laptops) to assist meeting room users with room set up or clean up.
- (2) Decorations and signage are not permitted outside the meeting room; nothing may be hung from the ceiling. Only painters’ tape may be used to attach items to the walls.
- (3) Meeting room users may be held financially accountable for any damages or losses to the facilities and may result in a damage fee being charged. Abuse of the facilities will be sufficient cause to deny further use of meeting room spaces. See *Schedule of Fines and Other Fees*.

(4) The Library is not responsible for the safety and security of personal items.

(5) The use of open flames and/or glitter is not permitted.

(6) Meeting room users are responsible for cleaning the meeting room with the cleaning supplies provided. Library staff should be contacted for additional cleaning supplies if needed. Cleaning the meeting room includes wiping tables, chairs, and countertops, and sweeping and mopping the floor. Failure to adequately clean the room before vacating may result in a cleaning fee being charged. See *Schedule of Fines and Other Fees*.

(7) Meeting room users who use the kitchenette are responsible for cleaning it. This includes emptying/cleaning the refrigerator, cleaning the sink and microwave, wiping countertops, sweeping and mopping the floors, and removing trash. Any undue messes made in surrounding areas (e.g. hallway floor, restrooms, water fountain) by meeting room users must be cleaned using the cleaning supplies provided. Failure to adequately clean these spaces before vacating may result in a cleaning fee being charged. See *Schedule of Fines and Other Fees*.

(8) Trash must be disposed of in accordance with established procedures. Library staff should be contacted for additional trash bags if needed. Failure to properly dispose of trash may result in a cleaning fee being charged. See *Schedule of Fines and Other Fees*.

(9) Meeting room users may configure the furniture in the rooms to suit their needs. Room configuration and resetting the room to the posted default room configuration is the sole responsibility of the meeting room user. Reservation times must include set up and tear down time. Failure to reset the room may result in a disorder fee being charged. See *Schedule of Fines and Other Fees*.

(10) Meeting room users must turn off all lights and other equipment before leaving; meeting room kits must be returned to the Information Desk with all contents accounted for.

(11) After meetings have concluded, meeting room users must complete and submit an accurate meeting room use form to the Information Desk. These forms are vital statistical records. Failure to submit this form may result in denial of future meeting room privileges.

(12) The use of tobacco products, including vaping devices, are not permitted.

(13) Meeting rooms, restrooms, and the kitchenette must be locked after leaving the room. Meeting room users may be held responsible for any resulting damages to facilities for failing to properly secure the facilities after use.

E. Refreshments and Kitchenette

- (1) Food and drinks may be served. Alcoholic beverages are strictly prohibited.
- (2) Crockpots and other electrical food warming devices are permitted. Sterno and other open flames such as birthday candles and tea lights are explicitly prohibited.
- (3) The Library does not provide carts, extension cords, surge protectors, coffee pots, cups, plates, silverware, paper goods, or other similar supplies or equipment.
- (4) The kitchenette must be reserved in conjunction with a meeting room and is available on a first come, first served basis; stand alone reservations of the kitchenette are not permitted.
- (5) The kitchenette is subject to cleaning and damage fees. See *Schedule of Fines and Other Fees*.
- (6) Food, drinks or other items left behind may be disposed of at the discretion of the Library.
- (7) Reservations for the kitchenette expire when the meeting room reservation expires.
- (8) Refunds will not be issued to meeting room users who book the kitchenette, but ultimately do not use it.

F. 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.
- (2) The Library reserves the right to terminate meetings where posted occupancy limits are exceeded and may suspend or terminate meeting room privileges for meeting room users who exceed posted limits.

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

G. Exemptions

- (1) Exemptions to this policy not expressly stated herein may be granted, in writing, by the Library Director for community groups or organizations with whom the Library has an active partnership; Library sponsored events may be exempt from the provisions of this policy.

(2) Election officials, poll workers, and voters are granted a specific exemption to building access when the Library serves as a polling location during general and primary elections.

H. 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, 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.

I. 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 ten (10) days.

(2) The Library Director's decision may be appealed, in writing, to the Library Board of Trustees within ten (10) days of the issuance of the Library Director's written determination. The decision of the board is final.