

La Porte County Public Library Meeting & Study Room Policy

Purpose

La Porte County Public Library (LPCPL) provides access to meeting and study room facilities in support of its mission to be the center of community life. Rooms are available on equal terms to all persons, regardless of their race, sex, color, age, beliefs, affiliations, or other protected characteristics or status.

Responsibility

- Adults over the age of 18 are able to book meeting rooms. The adult booking the room must be present to check in and is the responsible party.
- Study rooms may be reserved by people ages 14 and older. The person booking the room must be present to check in and is the responsible party.
- Priority for the use of the meeting and study room facilities shall be for Library classes, programs, and events, or events in which the Library is a sponsor or co-sponsor.
- Next priority is given to educational, governmental, non-profit and community organizations and businesses conducting training or peer-to-peer networking and to those tutoring students.
- Groups/Individuals may use the meeting and study rooms on regular open days during regular open hours.
- Rooms must be vacated 15 minutes prior to the time the library closes.
- The number of attendees may not exceed the posted room capacity.
- The Library reserves the right to re-assign rooms based on group size or to cancel reservations.
- Groups must use the room for the purpose stated. Library staff reserve the right to attend any meeting or function to verify the room is being used for its stated purpose.
- The Library may require proof of non-profit status. The Library Board has the final authority to decide which groups may meet on Library property and for what purpose Library property may be used.
- All technical support is the responsibility of the group. If assistance is needed to connect to the audiovisual equipment provided, a basic training session may be scheduled with a library staff member prior to the meeting.

Room Use

- The Library's Code of Conduct policy applies to use of rooms.
- The serving and consumption of alcoholic beverages is prohibited.
- No signs or decorations may be applied to the furniture, doors, walls, windows, or ceiling by any method. Tabletop decoration and tablecloths are allowed, excluding glitter and confetti.
- Admission may not be charged; collections or donations may not be accepted.
- Equipment, supplies, or personal effects may not be stored at the Library; items left behind are not the responsibility of the Library.
- Food and drink is allowed.
- Clean up is the responsibility of the group, including alerting library staff when a vacuum or additional cleaning items are required. Chairs, tables, and other equipment provided by the Library must be returned to their original arrangement.
- No open flame or lit candles.
- Meetings shall conform to all local, state and federal laws.
- Use of meeting rooms is normally limited to groups within the Library's service area. The Library defines a group as four (4) or more individuals.
- Meeting & Study rooms may be reserved by: Non-profit, educational, government, or community organizations and businesses conducting training or peer-to-peer networking may use the rooms

- free of charge.
- Study Rooms may not be used for social events.
- Business outside of the LPCPL district will be charged a room use fee of \$100, payable in advance.

Special Events

- The Library defines a special event as any function outside the scope of regular meeting room usage, which may include additional library staff and/or equipment.
- Events may or may not be open to the public and may occur during or outside of regular library operating hours.
- Events for purely social purposes which include but are not limited to parties or receptions, (e.g. weddings, birthday parties, anniversary parties, or other celebrations) are permitted. Groups or individuals reserving the meeting room will be charged based on the Library's fee structure for use. An additional fee, to be determined by the Library, may be added if Library staff or other resources are required for the event.
- Special Event reservations are approved by the Public Services Manager and/or the Director.

Indemnification/Damages

- Organizations and/or individuals using meeting rooms shall be liable for all damages, expense and loss, including theft and property loss, caused by any person who attends, participates in, or provides goods and services connected with the organization's or individual's use of the facility and all tangible property. Replacement value may be used by the Library to determine the charge for damages.
- The group representative accepts full responsibility for any infraction of Library regulations and any damage to Library property incurred during or in connection with the meeting.
- Organizations and/or individuals using meeting rooms shall indemnify and hold harmless LPCPL and its officers, directors, agents and employees from and against all losses, damages, claims, costs, and expenses arising from injury or death of any person(s), or damage to property resulting from any act or omission of such users or their employees, agents, representatives, guests, invitees, or the general public to the extent that such losses, damages, claims, costs and expenses arise in connection with or relate to the organization's or individual's use of the facility.
- The Library will charge a minimum \$15 clean up fee if the room is not returned to its original condition, up to and including the cost of repairs or replacement of damages to Library property.
- Abuse of the facilities, excessive cancellations, violation of the Meeting & Study Room Policy or the Code of Conduct Policy may result in denial of future use of Library meeting or study rooms.

Endorsements

- Use of the Library facilities does not constitute an endorsement or imply approval of viewpoints expressed by participants or organizers.
- Any marketing materials that include the Library's name and/or address must include the disclaimer, "This event is not sponsored or endorsed by La Porte County Public Library."

Fee Schedule

Room Location	Occupancy	Fee if applicable
Coolspring Meeting Room	30	\$35
Coolspring Study Room A	4	N/A
Coolspring Study Room B	4	N/A
Fish Lake Meeting Room	20	\$25
Hanna Meeting Room	20	\$25
Main Meeting Room B (Lrg)	76	\$50
Main Meeting Room A (Sm)	16	\$25 (no kitchenette)
Main Study Room 1	4	N/A
Main Study Room 2	8	N/A
Rolling Prairie Meeting Rm	30	\$35
Rolling Prairie Study Room A	4	N/A
Rolling Prairie Study Room B	4	N/A
Union Mills Meeting Room	30	\$25