

PS 1.5 Meeting/Gathering Room(s) and Exhibit Spaces

The primary purpose of any meeting/gathering room(s) at the Liberty Center Public Library is to provide facilities for the use of the library and public organizations. As a community service, the library makes its meeting/gathering room(s) available for use to the general public, however, *library activities always take precedence* in the use of these rooms and/or exhibit spaces. Library administration will make every attempt to make these resources available for the benefit of the people of Liberty Center and surrounding Henry County.

Groups may use the meeting/gathering room(s) for both private meetings or to present programs for the general public. In support of the community, programs which are open to the general public must be open to all, consistent with the information, education, or cultural purposes of the library.

The Library Board of Trustees neither approves nor disapproves, of content topics, subject matter, or opinions of individuals/groups using the library facilities. All library facilities may, or may not, be publicized in such a way as to imply library endorsement or sponsorship.

Applications for use must be submitted by a responsible adult of at least twenty years of age, holding attendees accountable at the gathering, adhering to stipulated regulations, and for any damages that might arise.

Charges/Fees will be assessed by library management for a designated area as follows:

	Room/Floor Space	Capacity		Tech		Deposit Req'd.		Rental Rates		Restrictions
		Room	Floor Spc.	Friendly	Privacy	Y/N	Amt.	Basis	Amt.	
1	Conference Room #1 (old)	30	***	Y	Y	Y	\$25.00	Hourly	\$25.00	None
2	Conference Room #2 (new)	15	***	Y	Y	Y	\$15.00	Hourly	\$15.00	None
3	Periodical Room	12	***	N	Y	Y	\$15.00	Hourly	\$15.00	No food/drink
4	Computer area	***	8	Y	N	Y	\$15.00	Hourly	\$15.00	No food/drink
5	Lounge area	***	66	Y	N	Y	\$35.00	Hourly	\$35.00	Non-business Hr.
6	Genealogy area	***	5	Y	N	N	***	Hourly	\$10.00	No food/drink
7	Children's/Pre-school area	***	20	N	N	N	***	Hourly	\$10.00	Dry snacks only
8	Teen Area	***	18	N	N	N	***	Hourly	\$10.00	No food/drink

*Deposit returned upon satisfactory inspection upon departure.

Partial hour calculations will be calculated to the next higher hour of use (i.e. – 2 ½ hours will be assessed a three-hour charge/fee).

Deposit and facility fees must be paid prior to receiving key or using room or prescribed area. The room will not be reserved until a deposit is made and the Room/Space Policy Agreement (Appendices 16) has been signed. The deposit will be refunded in full upon finding the facilities neat, cleaned, and in order to the satisfaction of the person(s) inspecting. If not satisfactory, deposit monies may be reduced in part or full, to restore the facility to an acceptable standard. It will be the responsibility of the contracted party to contact the library of the status of the 'return deposit' within the fourteen (14) calendar days following the facility use; if no such response is made, said deposit will be considered a donation to the mission of the library. It is understood that questions concerning meetings may be referred to the person signing the agreement.

If a key to a designated entrance of a meeting room is involved, it may be obtained from a staff member in charge by a responsible adult the day of the program. After locking the room door after use, the key may be returned in person or by placing in the book drop. Failure to do so may result in the forfeiture of one's deposit.

Groups are responsible for setting up the meeting rooms to suit their needs as well as putting away furniture/equipment after their meetings. Tables and chairs are available. Any unusual expenses incurred by the library because of the gathering, will be charged to the person reserving the room and/or accessible needed facility (i.e.-bathroom). The library is not liable for injuries to people, damage to their property, or loss of property belonging to individuals or groups using the rooms or area.

Attendance is defined by reasonable room capacity and respective fire codes. Obtain these limitations by room postings or staff conveyance. The use of illegal drugs, alcoholic beverages and use of tobacco are strictly prohibited on library premises. The library will not provide dishes, silverware, table covers, or any other kitchen utensils, towels, or dishcloths.

No decorations, posters, or any other materials may be installed or displayed in the meeting areas. An adult leader shall be present at all times and be responsible for the supervision of any groups of children or minors under the age of eighteen years of age using a meeting room.

Prompt notification to the library of cancellation of a meeting is required. The Board of Trustees or management reserves the right to refuse use of the room to any individual or persons. Inability to comply with any of these policies may result in forfeiture of the group's deposit, possible assessment of a \$50.00 charge, and the potential loss of future library privileges.