



## GENERAL MEETING ROOM POLICY

*As a public institution, the Spencer County Public Library is dedicated to free access to information and ideas on all points of view concerning the issues of interest to the residents of Spencer County. To this end, the Library maintains meeting rooms for Library and community use. The following policy outlines general guidelines governing meeting room usage. See individual information sheets for regulations on a specific room.*

The following meeting rooms are available for reservation by the public.

- **Community Room** (maximum occupancy 100): chairs, 6-foot tables, ceiling-mounted screen, data projector, flat-screen for screencasting, or HDMI laptop connection. It is adjacent to a galley kitchen with a refrigerator, sink, and microwave. The Community Room may be divided into two smaller spaces, using sliding doors, to accommodate two groups (maximum occupancy of 35 and 65). The larger room contains a coffee brewer.
- **The Studio** (maximum occupancy 12) is a carpeted space with tables and chairs for multiple configurations, a flat-screen for screencasting or HDMI laptop connections, and a coffee brewer.
- **Quiet Study:** (maximum occupancy 8) This carpeted room can be used for small, low-volume meetings when not in use by students. Tables and chairs are available for flexible configuration and a flat screen for screencasting or HDMI laptop connection.
- **The Annex Meeting Rooms:** Both rooms have tables and chairs available for flexible configuration and wall-mounted flat screens for screencasting or HDMI laptop connection. The floors are laminate throughout for easy cleanup.
  - Room 1:** The Jennifer Goebel-Just Room (maximum occupancy 50) is adjacent to a small kitchen with a refrigerator, sink, and coffee brewer.
  - Room 2:** (maximum occupancy 35)
    - a. *Keys for the Annex can be picked up on the day of the meeting.*
    - b. *If high-speed Internet is required for either Annex space, the group's representative should alert Library staff before the meeting/event.*

1. Meeting rooms shall be made available on an equitable basis.
2. Use of the Library meeting rooms by a group or individual does not in any way constitute an endorsement of the group's policies or beliefs by the Library, its Board of Trustees, or staff. All publicity shall carry the name of the organization sponsoring the program. Except as a designation of location, the Library's name may not be used in any publicity. The Library shall not be identified or implied as a sponsor without the specific written consent of the Board or the Library Director.
3. The Library's meeting rooms are intended primarily for the Library's use and programs sponsored or co-sponsored by the Library. The Library's use of the meeting rooms takes precedence over all other requests.
4. The Library reserves the right to cancel meetings if circumstances at the library demand it, including room reassignment based on the size of the group. Groups should notify the Library of a meeting cancellation on their part at the earliest possible date.
5. Room set-up and tear-down are the responsibility of the group using the room. The group is expected to return the room to its original condition. Excessive garbage (beyond the capacity of the trash receptacles in the room) must be removed by the room user to outside trash receptacles.

6. There is no fee for the use of meeting rooms. However, the following charges may apply:  
**Cleaning Fine:** \$75.00 fine if the room is not left clean and in its original condition.  
**Damage Fee**-damage to Library property or equipment will be assessed at full replacement or repair value, not less than \$75.00
7. Food may be served in the Community Room if the request is made when the reservation is taken. Only light refreshments may be served in the Studio and the Annex. The individual or group reserving the room is responsible for transport, set-up, and clean-up of all food. The Library does not provide utensils, paper supplies, or dishware of any sort for food service. Alcoholic beverages or tobacco products cannot be served, used, or consumed on library property.
8. The **Studio, Quiet Study, and Annex** meeting rooms are available during posted library hours. These rooms must be vacated twenty minutes before the library closes.
9. Patrons must fill out a reservation request form each time a room is reserved. Completed and signed forms must be received to confirm a room reservation. Reservations should be made at least 24 hours before the meeting but not more than three months in advance for the Community Room and two weeks for all others. At the Library's option, the use of meeting rooms may be granted with less than 24 hours' notice. Keys to the Annex must be picked up on the meeting/event day. After the meeting, organizers should write the number of attendees on the supplied envelope, enclose the key, and deposit it in the book drop, located in the Library parking lot.
10. Because of heavy usage of the meeting rooms, and to ensure room availability to meet this demand on an equitable basis, no organization may schedule the use of the meeting room for more than 30 hours per year, including meetings canceled or rescheduled the organization, except with permission from the Library Director or Board.
11. Individuals reserving Library meeting rooms must be at least 18 years of age (19 for the Annex). At each meeting, at least one adult (aged 18 or older) must be present and responsible for the participants' conduct. When children attend, one adult must be present for every five children.
12. The use of open flames or candles in the meeting rooms is prohibited.
13. Groups may not attach or affix anything to walls, doors, or removable partitions in any library facility without prior permission from the library.
14. The following uses of Library meeting rooms are not permitted:
  - Groups charging admission or soliciting donations. (However, non-profit organizations, educational institutions, or individuals offering classes or seminars may be allowed to charge a fee with prior approval from the Library Director or Board)
  - Private social functions (such as showers, birthdays, etc.)
  - Activities likely to disrupt regular Library operations.
  - The promotion of illegal activities. Meetings and individuals must conform to local laws or ordinances.
15. No conduct disturbing regular library use or infringing on any library rules is permitted. The individual who signs the meeting room request is responsible for supervising the group.
16. All groups are expected to leave the room clean and as they find it. Groups are responsible for all damage. If damage occurs or evidence of misuse or abuse is found, charges will be assessed, resulting in the Library asserting legal remedies, if necessary, and future use of the meeting rooms may be denied. (*See item 6*)
17. Any group using a meeting room shall indemnify and hold harmless the Spencer County Public Library, its Trustees, and staff from and against any and all claims arising out of the group's acts or use of a meeting room. Abuse of meeting room or failure to adhere to Library policies may result in loss of meeting room privileges.

Adopted 2017

Revised 2019, 2021, 2024