



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. All meeting rooms have wireless internet access, chairs, and 6-foot tables available. Some rooms have additional technology available upon request.

- **Community Room** (maximum occupancy 100): chairs, 6-foot tables, ceiling-mounted screen and data projector, flat screen for screencasting or HDMI laptop connection, located adjacent to galley kitchen with refrigerator, sink, and microwave. This room may be divided into two smaller spaces using sliding doors to accommodate two groups (maximum occupancy of 57 and 109).
- **Maker Space:** Tables and Chairs available for multiple configurations and flat screen for screencasting or HDMI laptop connection.
- **Quiet Study:** Can be used for small, low volume meetings when not in use by students. Tables and Chairs available for flexible configuration, wall mounted flat screen for screencasting or HDMI laptop connection.
- **Children's Activity Room** has tile floors and a sink for easy clean up when working with craft projects.

Numbers of attendees shall not exceed the posted maximum occupancy of the room.

1. All meetings must be open to the public.
2. Meeting rooms shall be made available on an equitable basis.
3. 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 name of the Library 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.
4. The Library's meeting rooms are primarily intended for the Library's use and for programs sponsored or co-sponsored by the Library. Use of the meeting rooms by the Library takes precedence over all outside requests.
5. The Library reserves the right to cancel meetings for operational reasons or if an emergency exists. Groups must notify the Library of a cancellation of a meeting at the earliest possible date.

6. There is no fee for the use of the meeting rooms. However, the following charges may apply:
 - (a) A \$25 deposit shall be required for the use of the galley kitchen adjacent to the Community Room. The deposit will be refunded if the kitchen and the meeting space are left clean and in order.
 - (b) The reserving group is responsible for setting up and putting away all equipment used.
7. Food may be served in the Community Room if the request is made at the time the reservation is taken. Only light refreshments may be served in the Makerspace and Activity Room. 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. Alcohol is not permitted on Library property.
8. Maker Space, Quiet Study, and the Activity Rooms are available during posted library hours. These rooms must be vacated twenty minutes before closing.
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 must be made at least 24 hours before the meeting but not more than three months in advance for Community Room; two weeks for all others. At the Library's option, usage of meeting rooms may be granted with less than 24-hours' notice.
10. Due to heavy usage of the meeting rooms, and to ensure room availability, and to meet the 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 by the organization.
11. Individuals booking the meeting room must be at least 18 years of age. At each meeting, at least one adult (aged 18 or older) will be present who is responsible for the participants' conduct. When children are present, there must be 1 adult for every 5 children.
12. The use of open flames or candles in the meeting rooms is prohibited.
13. The following uses of Library meeting rooms are not permitted:
 - Groups charging admission or soliciting donations. Non-profit organizations or educational institutions, or individuals offering classes or seminars may be permitted to charge a fee with prior approval.
 - 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.
14. 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 the supervision of the group.
15. All groups are expected to leave the room clean and as they found it. Notwithstanding the damage deposit, groups shall be responsible for all damage. If damage occurs or if there is evidence of misuse or abuse, then charges may be assessed, and the Library may assert legal remedies, and future use of the meeting rooms may be denied. 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 whatsoever 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.