

# Meeting Room

This policy may be modified and updated as necessary by the SWCPL Board of Trustees.

Library meeting areas provide space for programs either sponsored by the library or initiated by the public for cultural, educational, informational, recreational, or civic purposes. The meeting rooms are available to all groups, regardless of the individual beliefs and affiliations of their members.

Use of the SWCPL meeting rooms does not in any way constitute an endorsement by the library of the group's policies or beliefs. Any misrepresentation of library support will result in the loss of meeting room use privileges for the group.

If at any time the conduct of the group, or any member of the group, becomes disruptive, abusive, or dangerous to individuals, services, library materials, exhibits, furnishings, or the building the use of the rooms will be terminated. The Director reserves the right to limit meeting room use in order to avoid monopolization.

## Guidelines for reserving rooms

- Rooms are available during regular library hours on a first-come-first-served basis.
- Availability for use, including setup and cleanup, outside of regular library hours is at the discretion of the Director.
- Reservations that extend beyond the library's regular hours must be made at least five days in advance.
- Individuals reserving rooms must be at least 21 years old.
- When a conflict occurs, priorities for use of the meeting rooms are as follows:
  1. Library sponsored or co-sponsored events
  2. Not-for-profit organizations/clubs/government
  3. For-profit organizations (training or meeting events)
  4. Private events (showers, birthdays, receptions)

Room reservation requests may be made in person or through submission of the online form. However, the meeting areas' agreement form must be completed and turned in prior to the request being approved and finalized. To submit the online form, please email it to the library director at [director@swcplib.com](mailto:director@swcplib.com). Room reservation forms are available at the library or from the library's website, <http://www.swcplib.com/>.

## Cancellations

SWCPL retains the right to cancel any meeting room reservation for operational reasons. As much notice as possible of a canceled reservation will be provided. Groups holding reservations

are requested to notify the library of their event cancellation at the earliest possible date in order to free the meeting room for other use. Groups failing to notify SWCPL of cancellations may be denied future use of the meeting rooms. The SWCPL Director is authorized to deny use of the meeting rooms to any group that violates these regulations or any other SWCPL policy.

### **Responsibilities of Users**

- Groups using the room must return it to the state in which it was found.
- Groups are responsible for setup and cleanup of the room, unless the required fee has been paid.
- Each group must furnish their own supplies and refreshments.
- Groups are responsible for removing their trash.
- The kitchen area and its appliances may be utilized but must be cleaned thoroughly after use.
- No alcoholic beverages are to be served. No red, purple, orange, or dark-colored beverages, other than coffee or tea, may be served.
- No smoking or open flames (candles/matches) are allowed anywhere on library property.
- Children who attend events with an adult are the responsibility of the adult before, during and after the event.
- Groups should notify library staff of any problems.

### **Room Use Guidelines**

- Children's groups may use the rooms only when under the continuous supervision of an appropriate number of adults.
- Rooms may not be used for partisan political rallies.
- Normal noise levels and appropriate conduct will be expected of groups utilizing the meeting rooms.
- Buying, selling, and advertising of products and services are permitted on library property only in support of the library, or by special permission of the Director.
- No admission may be charged to anyone attending a meeting. Groups, however, may make normal collections of dues from their own members.
- Participants may be charged a fee to cover the cost of materials used, such as craft supplies, printed materials, forms and other items needed to conduct the program.
- Publicity for a meeting must not be worded in a manner that implies library sponsorship of the group's activities. The library address or phone number may not be given as a contact.

### **Fees and Charges**

#### **Room Use Fees**

**Conference Rooms A & B and Fox Room:** These rooms may be used free of charge. Rooms are available on a first-come, first-served basis, but may be reserved in advance by calling the library.

**Community Rooms A & B:** Not-for-profits and tax-supported institutions, i.e., government entities and public schools, may use the community rooms free of charge. All other groups will be subject to the room fee schedule.

- A \$50 refundable deposit is required at the time the reservation is made. The deposit will be refunded within five days after the event, if the room is found to be in satisfactory condition. There are no partial refunds.
- A \$30 nonrefundable staffing fee will be charged for room use outside of regular library hours.
- A \$30 nonrefundable fee will be required for staff to set up and/or tear down meeting rooms.
- Any damage to the room by an individual group will be charged to the group.

**Auditorium:** All individuals, groups and organizations are subject to auditorium usage fees.

- Fees for use of the auditorium are dependent upon the needs of the individual group.
  1. For meeting use only, there is a \$50 deposit that will be refunded if the room is found to be in satisfactory condition.
  2. For use that includes use of auditorium seating and/or audio-visual equipment, there is a nonrefundable fee of \$75 for the first two hours and a nonrefundable hourly rate of \$25 for use after the first two hours.
- A \$30 nonrefundable staffing fee will be charged for room use outside of regular library hours.
- A \$30 nonrefundable fee will be required for staff to set up and/or tear down meeting rooms.
- Any damage to the room will be charged to the group.

## **Liability**

Each entity that reserves library space assumes full responsibility for compliance with this policy and for any damage incurred resulting from the use of the facilities. Abuse of the facilities, or violations of the policy will be sufficient cause to deny further use of the meeting areas and may result in a minimum charge of \$50.

SWCPL does not assume any responsibility for the security of personal items.

*Revised and Approved by the Board of Trustees 8/8/2019*

*Revised and approved 10/8/2020, 7/13/2023*

# South Whitley Community Public Library Meeting Room Reservation Form

*Revised and Approved by the Board of Trustees 8/8/2019*

Please read the attached Meeting Room Policy before completing this form. Return this completed form to the Library, no less than 30 days prior to your scheduled event, along with deposit, if applicable. The form can be submitted electronically to the library director at [director@swcplib.com](mailto:director@swcplib.com). Checks should be made payable to the South Whitley Community Public Library.

If you have any questions, please call the Director at 260-723-5321.

Name of Organization/Individual: \_\_\_\_\_

- Non-Profit
- For-Profit
- Individual/Private Use (party, shower, etc.)
- Individual/Group Use (educational, etc.)

Name of Contact Person: \_\_\_\_\_

Title in Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Program Information:

Date(s): \_\_\_\_\_

Time: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Expected Attendance:

Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Will refreshments be served? \_\_\_\_\_

If so, please be aware of the policy concerning food and beverage use.

Requested Room(s):

Conference Room A \_\_\_\_\_ Conference Room B \_\_\_\_\_ Fox Room \_\_\_\_\_

Community Room A \_\_\_\_\_ Community Room B \_\_\_\_\_ Auditorium \_\_\_\_\_

Kitchen Access (Community rooms only): Yes \_\_\_\_\_ No \_\_\_\_\_

Equipment requested:

Laptop for presentation: \_\_\_\_\_

Laptops for training: \_\_\_\_\_ How many? (12 Chromebooks available for training) \_\_\_\_\_

Projector/screen: \_\_\_\_\_

Organizations or individuals using the South Whitley Community Public Library's meeting rooms shall indemnify and hold harmless the South Whitley Community Public Library and its officers, director, agents and employees from and against all losses, damages, claims, costs and expenses arising 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 expense arise in connection with or relate to the organization's or individual's use of the facility.

I have read and agree to abide by the South Whitley Community Public Library's policies and procedures governing the use of the Library's Meeting Rooms. The undersigned is authorized to execute this agreement on behalf of this organization.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Deposit Paid  
Date \_\_\_\_\_ Staff Initials \_\_\_\_\_

Portion of Deposit that is Refundable  
Amount: \$ \_\_\_\_\_

Deposit Returned  
Date \_\_\_\_\_ Staff Initials \_\_\_\_\_

# Meeting Room Configurations

## Rooms & Setup

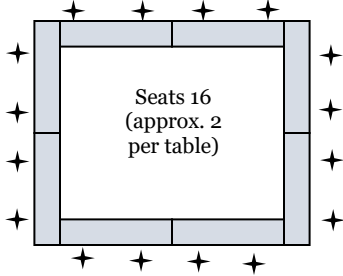
(Seating may be more or less depending upon needs)

### Conference Rooms & Fox Room

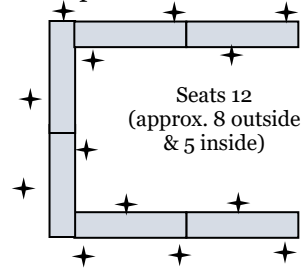
Conference Rooms will seat four and have technology available for use. Fox Room will seat 8-10 in adjoining rooms and also has technology available for use.

#### Room A

Square:

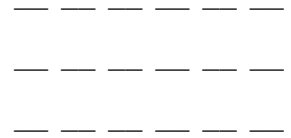


U Shaped:



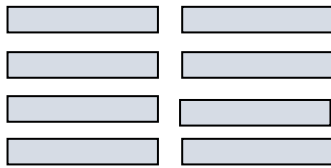
Theater Style:

(will seat 40)



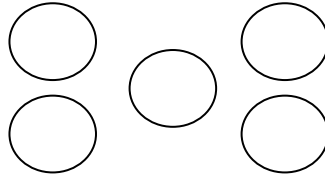
Classroom Style:

(will seat 16, 2 people to a table)



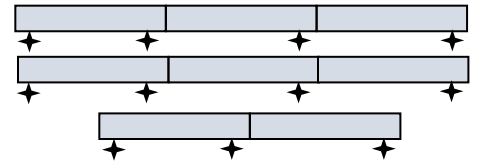
Round Tables:

(will seat 30, 6 people to a table)



Banquet Style:

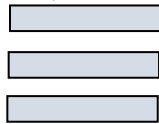
(will seat 11, 2 people to a



#### Room B:

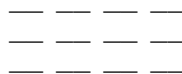
Classroom Style:

(will seat 6)



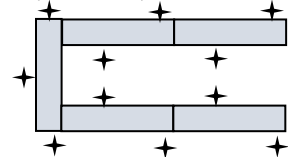
Theater Style:

(will seat 12)



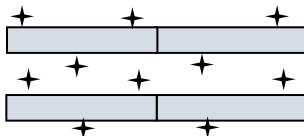
U Shaped:

(will seat 11)



Banquet Style:

(will seat 10)



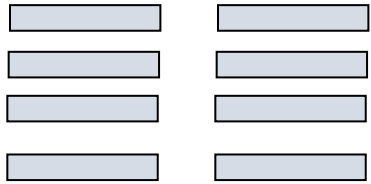
**Auditorium:**

Theater:   
(will seat approximately 88 )

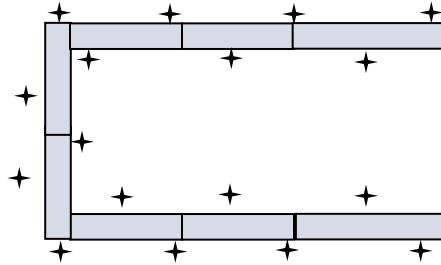
Theater with additional seating:   
(will seat approximately 98)

With theater seats retracted:

Classroom Style:   
(will seat 16, 2 people to a table)



U Shaped:   
(will seat 17 ; 10 outside & 7 inside)



Banquet Style:   
(2 - 3 people to a table)

