

# ARGOS PUBLIC LIBRARY

142 N Michigan Street, Argos, IN 46501

Telephone/Fax: 574-892-5818

[www.argos.lib.in.us](http://www.argos.lib.in.us)

## MEETING ROOM POLICY

1. Argos Public Library, in order to serve as a community resource welcomes the use of the Margaret Neff Meeting Room to the public so that the resources of the Library and the activities of our community may be brought together. The room may be used without charge during regular Library hours by groups from the Library service area holding meetings of civic, cultural or educational nature, except on Sundays and other days when the Library is closed.

Meeting rooms must be scheduled in advance on a first come, first served basis. Confirmation will be sent by email, telephone call, or US Postal Service, upon receiving the completed application, plus deposit, if applicable.

The meeting room must be vacated 15 minutes before the stated Library closing time unless arrangements have been previously made with the Administration. There may be an additional cost if a staff person is required to remain.

The room will not be available under any circumstances for use after 10:00 PM.

2. In keeping with the Library's character as a governmental entity, no political meetings of a partisan nature may be permitted. No general admission fee may be charged for any meeting or program in the meeting room nor may any voluntary offering, solicitation, or collection of funds be made.

3. Organizations must be non-profit and non-commercial. In this reference, no buying, selling, or trading of products or services for cash will be allowed, except in support of the library. However, qualified groups (non-commercial, non-profit civic or educational organizations) may charge participants a fee to cover the actual costs for items such as printed reading materials or supplies used at a workshop, meeting or an educational program to be presented.

The library reserves the right to require proof of non-profit status.

4. Programs and meetings conducted at the Library may not be used to promote any private commercial interests or products.

5. Priority for meeting room use will be assigned in the following manner:

- a. Library sponsored programs and meetings
- b. Library related meetings or programs
- c. Non-library groups will be viewed as equitably as possible for scheduling purposes

The meeting room may not be used for purely social functions, such as birthday parties, reunions, anniversaries, holiday parties, etc. TV viewing for personal/family use is not permitted.

Children and young adults must be supervised at all times by an adult. Youth groups must be organized and supervised by responsible adults, who must attend and oversee each meeting.

No baby-sitting facilities are provided. Children should be provided with adult supervision before, during, and after meetings and must remain in the meeting room with the adults.

6. The Library Board is the sole arbiter of any questions as to which organizations may meet on its property. The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library.

7. All bookings must be made between 10:00 AM and 5:00 PM, Monday through Friday at the library or by calling 892-5818.

The person responsible for the room must be 21 years of age or older.

Confirmed reservations may not be transferred to persons or organizations other than another member of the same organization. Each person or group must make their own reservations.

8. A kitchenette is available for use. The equipment provided by the Library may be used but must be left clean. Refreshments and non-alcoholic beverages may be served in the meeting rooms. Beverages containing red, purple or orange dyes are prohibited.

Groups wishing to serve food or beverages must pay a \$50.00 deposit before the room may be occupied. Following the meeting, the room will be inspected by library personnel as time permits. If remains of drinks or food are found, the room and furniture will be cleaned at the current custodial fees (30 minutes minimum) to be deducted from the room deposit.

The remainder of the deposit, or the entire deposit, if no debris is found, will be returned to the group through prior arrangements with the Administration.

These provisions do not apply to any meeting sponsored by the Library or the Friends of the Library.

9. Organizations publicizing speakers or meetings held in Library space must identify their organizations in all advertisements.

10. Smoking and alcoholic beverages are never permitted in any part of the Library. Open flames (candles, matches, etc) are never permitted in the meeting room, per Indiana Fire Code.

11. Each group using the meeting room takes full responsibility for any damages incurred resulting from its use of the meeting room. All damages will be charged to the group and abuse of the facility will be cause for denying further sage to the group.

12. The meeting room will be equipped with a standard number of tables and chairs. The sponsoring group may change this arrangement for their specific use. Tables should be lifted, not dragged, and furniture should be left in a neat and orderly arrangement at the close of the meeting, cleaning as necessary.

If a sponsoring group does not return the room or the kitchenette to its pre-meeting condition, a notification letter will be sent to the group. If a second letter must be sent within one calendar year, a fee of \$20 will be assessed, and no further use of any room will be permitted until the fee is paid.

13. The Director, or staff member appointed by the Director, reserves the right to terminate any meeting that is noisy, disruptive, or potentially destructive to the Library's property. Only one warning will be given before privileges are suspended.
14. The Library does not provide any office services, equipment or supplies (including fax, telephone, computers) except as available in the regular patron areas.
15. The Library does not have staff available for loading, unloading, or carrying of groups' materials. This is the sole responsibility of each group.
16. Cancellations of meetings should be called in to the Library as soon as possible to allow room use by other groups (892-5818).
17. Meeting rooms are not available if the Library is closed due to an emergency.
18. The Library Board has vested the Director with the authority to supervise meeting room use and interpret these policies. Failure to comply with these regulations or the directives of the designated representative of the Library will cancel further use of the Library facilities. The Director shall have the right to waive the regulations whenever it is in the best interest of the library or the community to do so. The Board of Trustees reserves the right to alter or waive the rules.