

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY LIBRARY MEETING ROOM GUIDELINES

As the information center for our community, the Indianapolis-Marion County Public Library encourages the free expression of ideas essential to an informed citizenry. The offering of meeting room space in our library facilities is one of the many methods used to provide access to ideas representing all points of view on all subjects. Permission granted to meet in a library meeting room in no way constitutes endorsement by the Library of the policies or beliefs of any group or organization.

The Library reserves the right to review each prospective use and determine whether that use falls within the Indianapolis-Marion County Public Library meeting room guidelines. Use of the premises may be prohibited or terminated at any time if the conduct of the group interferes with staff work or patron use of the library, is disruptive to library service or patrons, or is abusive or dangerous to the building, library materials, exhibits, furnishings, or individuals in the building.

General: The Indianapolis-Marion County Public Library has meeting rooms available during all public hours of operation. The Library Services Center (LSC) and Central Library have meeting spaces and other rentable spaces available after business hours.

Groups and individuals who use the meeting rooms are guests of the Library, and their use of the space should reflect that understanding. Areas designated as staff lounges are for the use of Library staff and volunteers only. Activities for minors must be supervised by responsible adults. No smoking is permitted on Library property or within 50 feet of any public entrance. No person may be denied access to a meeting for which no admission is charged, or where admission is not limited to membership, so long as that person complies with the Library's Standards of Behavior. Authorization for library meeting room use is limited to the furniture and equipment assigned to that room.

User Responsibilities: An authorized representative of the group reserving the meeting room must remain on the premises throughout the period for which it is reserved, or until the meeting ends. Library meeting rooms must be restored to their original clean condition. Users of library meeting rooms agree to pay for any damages to Library property.

Prohibited Activities: Library policy prohibits certain activities and incidents of problem behavior (see Policy 142). Those policies prohibit, among other activities, the following:

- Drugs, alcohol and the use of tobacco products.
- Disruptive behavior.
- Activities that impede the function of the library.
- The use of any equipment that interferes with library operations or which creates any losses or liabilities for the Library.
- Illegal activities

Reservations: To reserve a meeting room, a fully completed and signed Meeting Room Reservation Form must be submitted for approval at least two weeks in advance of the event. Forms are available at every library location, or can be downloaded from the Library's website (www.imcpl.org).

Meeting room reservations request by Not-for-Profit organizations must include a copy of the 501c3 certificate or other tax exempt IRS documentation. The certificate copy will be kept on file by IMCPL. Meeting rooms may be booked by calling the Meeting Room Reservation Line, 275-4020. Any required fees must be paid at least one week prior to the event. Use of library meeting rooms is limited to the type of meeting or activity stated on the application.

Meeting room packets may be picked up at the Central Library Information Desk, the LSC Receptionist's Desk, or at branch libraries during all public service hours. Meeting rooms may be booked one (1) year in advance. Reservations for the following year are accepted beginning September 1st of each year.

Right to Cancel: Either party may cancel this Agreement with written notice to the other, without liability as a result of acts of God over which neither party has control, government regulation, terrorism, disaster, strikes, civil disorders, or any other factors over which neither party has control, making it impossible or illegal to conduct the program consistent with those conditions that existed at the time the contract was entered into. The parties may, however, agree to go forward on such terms and conditions that may be re-negotiated. Any deposits made shall be refunded to the party who made the deposit.

No fees are charged for Branch meeting rooms under the following circumstances:

- Meetings held by Not-for-Profit organizations.
- Meetings held by small community-based organizations.
- City or other governmental agency meetings or hearings.

Fees are charged for Branch meeting rooms under the following circumstances:

- Meetings of profit-making groups or businesses.
- Fund-raising events.
- Meetings which require payment of tuition or other fees (except for government or library agencies).
- Meetings where products or services are promoted or sold.
- Meetings which are designed to further the specific goals of an individual or group, such as recitals or paid tutoring classes.
- Events of a personal nature – birthday or anniversary parties, reunions, showers, etc.

Payment of Fees: Payment is due prior to the use of Branch Meeting Rooms.

If payment has not been made prior to the scheduled date, use of the room will be prohibited.

Room Configuration: Groups meeting at branch libraries that require a different arrangement may re-configure the room for their needs, with the understanding that it is to be returned to its original set-up. **Branch library staff is not responsible for re-arranging the meeting room.**

Food and Beverage: Refreshments served at Branches should be limited to those items easily disposed of, e.g., light snacks, box lunches. All refreshments should be consumed inside the meeting room, and trash placed in the appropriate receptacles.

Food and beverages desired for meetings at the LSC and Central Library must be provided by the Exclusive Caterer. Upon reserving a meeting space, clients will be referred to the Catering Manager for catering needs. The Catering management will be responsible for making all arrangements for catered food services, including the collection of catering fees. The IMCPL assumes no responsibility for catering services.

Parking: Free parking is available at the Library Branches and at the LSC. There are approximately 400 spaces available in Central Library's pay parking garage. Pre-payment of guest parking can be arranged if requested in advance.

Audiovisual Equipment: If a group wishes to bring A/V or electronic equipment in from another source, it must be approved in advance. Technical support is available and required for use of the Central Library Auditorium and the Garden Conference Room. There is a fee for this service.

Security: If a group wishes to have an extra level of security, it will be charged according to the prevailing rate used by the Library's security vendor. If the nature of the group or meeting is such that the Library determines the need for additional security, the group will be assessed the fee.

Publicity: Each group is responsible for its own publicity. Any printed publicity must include the statement: "This program is not sponsored by the Indianapolis-Marion County Public Library." Publicity is not to include the Library's telephone number, nor may the Library's name and address be used as a mailing address.

Petition and Signing: Organizations or individuals gathering petition signatures may not block the public right-of-way, interfere with the conduct of business, or create litter problems.

Signs produced for directional purposes must be submitted to the Library and posted by Library staff. Materials may not be attached to walls, windows, doors or furnishings. Unauthorized signs will be removed without notice.

Indemnification: Organizations or individuals using meeting rooms shall indemnify and hold harmless the Indianapolis-Marion County Public Library and its officers, directors, agents and employees from and against all losses, damages, claims, costs and expenses arising from injury or death of any person(s), or damage to property resulting 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 expenses arise in connection with or relate to the organization's or individual's use of the facility.

Damages: Organizations or individuals using meeting rooms shall be liable for all damages, expense and loss, including theft and property loss, caused by any person who attends, participates in, or provides goods and services connected with the organization's or individual's use of the facility and all tangible property. Replacement value may be used by the IMCPL to determine the damage cost charged.

Liability: The Library assumes no responsibility for lost or stolen items or damage to vehicles in the parking lot.

Revocation and Refusal of Authorization for Use: Use of library meeting rooms may be prohibited or terminated at any time if the activity or conduct planned or occurring in the facility is or is deemed to be disruptive, or interferes with library patron use of the library facilities for library purposes or is disruptive or interferes with library staff in their service to patrons. The privilege of using Library meeting rooms will not be granted or will be revoked if the activities or intended activities of the meeting room users negatively impact normal operations in the following ways:

- The meeting is conducted in a noisy, disorderly, disruptive or inflammatory manner.
- The size of the meeting presents personal safety or building security issues, or creates an undue parking demand on library lots or the surrounding neighborhood.
- The activities of meeting room users disrupt or will be disruptive to other library patrons use of library facilities or distract or will be distracting for library staff from the performance of their duties.
- The meeting room users neglect to pay all required fees, or neglect to pay for damage to the meeting room.
- The meeting room users neglect to leave the room in the condition in which it was found.
- There is any violation of Library policy.
- A group fails to show for a scheduled meeting without prior notification.
- If the meeting involves any illegal activities

Priorities: Priority will be given to: Library-sponsored events; to City-County sponsored events; groups that are Indianapolis/Marion County based. All other groups will be given consideration on a first-come/first-served basis. The Library reserves the right to preempt any event for an emergency Library-sponsored event. In such rare instances, the Library will make every reasonable effort to give ample notice and to assist the group in reserving another date or library meeting room. If that is not possible, there will be a full refund of any fees.

Effective October 1, 2011