



ELKHART PUBLIC LIBRARY

GUIDELINES FOR PUBLIC USE OF MEETING ROOMS

- A) RESTRICTIONS:** All civic, community and educational organizations and groups, whose purpose is non-commercial and non-profit, may use the Library meeting rooms. Alcohol is strictly prohibited. Meeting rooms may not be used for social events, including but not limited to weddings, receptions, parties, and showers. A group may restrict attendance to a limited or designated audience.
- B) FEES:** No fees will be charged for the use of the meeting rooms, and groups may not charge admission. However, a group may charge participants a fee to cover actual costs of materials used during the meeting, such as craft supplies, printed reading materials, forms and other items needed to conduct the program. All fees to be charged must be approved in advance by the Library Director or an authorized EPL representative.
- C) APPLICATION FOR USE:** Reservations for room use must be made in writing **at least two weeks in advance** of the meeting by an adult who has (or is eligible for) a valid EPL Library Borrower's Card. Reservation forms are available in the Library at the Circulation Desk and online at myEPL.org. Reservations for regularly occurring meetings (weekly or monthly on the same day at the same time), are limited to a three-month period per application. All Library programs requiring the use of the meeting rooms have priority over outside group applications.
- D) HOURS OF USE:** Reservations are limited to the hours 9:15 a.m. through 7:45 p.m. Monday and Wednesday; 9:15 a.m. through 5:45 p.m. Tuesday, Thursday and Friday; and 9:15 a.m. through 12:45 p.m. on Saturdays. Reservations will not be accepted for dates when the Library is closed.
- E) MEETING ROOMS AVAILABLE:** Six rooms are available for public use. (See diagram on reverse side.)
- F) PUBLIC POSTING OF MEETING ROOM USE:** Meeting room use may be posted publicly by the Library, except for events designated as "Do not post publicly" on the reservation form. If a group checks the "Do not post publicly" option, the group shall be responsible for directing interested parties to the proper location. When publicizing a meeting, please list a contact person and telephone number, and this meeting is neither sponsored by nor endorsed by the Elkhart Public Library.
- G) USE OF LIBRARY EQUIPMENT AND FURNITURE:** The applicant may request the use of Library equipment and furniture for a reserved meeting room in advance. Library property may not be removed from the building.
- . Chairs (adult sized)
 - . Tables: Folding tables, 30" by 72"
 - . Chalkboard: portable, with chalk and eraser
 - . Coffee pot (10 cup capacity)
 - . Kitchenette with sink and microwave
 - . Projector, remote and HDMI cable (rooms 1, 3, and 6)
- H) ABUSE OF PRIVILEGES AND PROPERTY:** Misuse or abuse of meeting room privileges, e.g. disorderly conduct, leaving the room in a poor condition, failing to use the room when scheduled, creating excessive noise which can be heard in the reading areas, and/or damaging Library property, may result in a group being asked to leave the premises, and the group may be prohibited from future use of the meeting rooms. The Library Director or designated representative is authorized to deny use of the meeting rooms to any group that has misused or abused meeting room privileges. All groups and individuals using the meeting rooms assume full responsibility for any damages to Library property incurred during the meeting or in connection with the meeting.
- I) RESPONSIBILITY FOR PERSONAL ITEMS:** The Board of Trustees and Library staff do not assume any responsibility for the security of clothing, valuables, personal and group equipment, etc.
- J) CHILDREN:** Groups of children may use the meeting rooms provided one or more adult sponsors supervise them at all times.
- K) CANCELLATIONS:** The Library reserves the right to cancel any meeting room reservation granted to an outside group, but only in order to use the room for Library purposes or in response to a group's misuse or abuse of meeting room privileges. Whether the Library or the group cancels the reservation, notice should be given at least one week in advance if possible.
- L) CODE OF CONDUCT:** Any and all groups using the Library meeting rooms must adhere to the Library Code of Conduct.
- M) POLICY:** These guidelines are derived from the Library's Meeting Room Policy, approved by the Library Board of Trustees, December 20, 2016. A copy of the policy in its entirety is available on the Library website or in print upon request. Any questions regarding the interpretation of these guidelines or the policy will be resolved by the Library Director.

Remote Circulation Agreement

- Projectors, speakers, and corresponding remotes are only available in rooms 1, 3, and 6.
- The remotes and HDMI cable will be checked out no more than 30 minutes prior to the time the meeting room will be occupied and must be returned immediately following the meeting.
- Lost charges for remotes are \$40.00 per remote plus a \$10.00 processing fee.
- Lost charges for HDMI cables are \$10.00
- Damage charges for the projectors are \$600 (Rooms 1 & 3) or \$800.00 (Room 6).
- Damage charges for the speakers are \$60.00 (speakers) or \$150.00 (audio receiver)
- The Elkhart Public Library may not be held liable for any material viewed that is restricted or protected by copyright or licensing.

By signing below, you are indicating that you have read the above and understand the conditions in which this projector and remote are being made available. Furthermore, this agreement releases the Elkhart Public Library from all liability related to loss or damage, or material accessed illegally.

Signature: _____

Name: _____

Date: _____ Barcode or License # _____

STAFF USE

Room # _____ Staff Member initials _____ (check out)

Projector Remote & HDMI cable? _____ (return)

Speaker Remote? _____