

LaPorte County Public Library

Meeting Room Policies

As Adopted by the **Board of Trustees**

June 27, 2002

In line with the library's purpose to provide for the informational, cultural, educational and recreational needs of the community, the library makes its meeting room available for meetings which support this purpose.

The meeting rooms are available at no charge on equal terms to all groups, except that:**

- Priority for use of the facility is given to library activities and functions. The Library will use its meeting rooms for any of its needs or to fulfill its purpose.
- Meetings of a purely social nature are excluded.
- All meetings shall be open to the public.

In addition, these guidelines shall be followed:

- No admission fees may be charged, no collections taken, nor may offerings be accepted at any meeting.
- Buying or selling of products or services is permitted only in support of the Library.
- Meetings may be held only during the library's regularly scheduled hours of service, and shall end before the normal closing hours of the library.
- Refreshments may be served.
- Use of tobacco is not permitted.
- Alcoholic beverages may not be served.
- A \$10.00 fee will be charged for use of the kitchen. This fee is to be paid in advance.
- A fee of \$100.00 per hour for the use of the meeting rooms will be charged to for-profit businesses outside the library's taxing district.* This fee is to be paid in advance.

Meeting rooms are available on a first-come, first-served basis. Organizations wishing to use the meeting room must complete an application form. Only two meetings will be booked for an organization at any one time. The Library reserves the right to change or cancel reservations.

Donations to the Library for use of a meeting room are welcome.**

Users are deemed to agree that:

- Advance notice of 24 hours will be given in the event that a scheduled meeting is cancelled.
- The tenant will carry liability insurance or shall hold harmless and keep indemnified the owners from all damages or claim for damages or injury.
- Each organization will assume the full responsibility for any damages to the building or other Library property incurred while using the facilities. The Library assumes no responsibility for personal belongings.
- Use of the meeting room shall conform to all local, state and federal laws and regulations.
- The Director or his/her delegate has the power to terminate any meeting disruptive to Library operations.

Permission granted to a group to use the meeting room does not in any way constitute an endorsement by the Public Library of the group's policies, beliefs or activities.

Any breach or abuse of this policy will be cause for revoking, suspending or limiting the use of the Library's meeting room to the offending group.

The Board of Trustees is the sole arbiter of any questions as to which organizations may meet on its property.

*If you need further information concerning our Meeting Rooms and their availability,
please contact the **Information Desk** at **219-362-6156**.*