

## Meeting Room Policy

Muncie Public Library encourages the free expression of ideas essential to an informed citizenry. Providing meeting room space is one of the many ways the Library encourages access to ideas representing various points of view.

### Who May Use the Room(s)

The Library's meeting room space is available to profit and non-profit groups and businesses. The Library meeting room space is not available for use/rental for personal private parties or by those who are younger than 18 years of age.

### Charges

Meeting space is available for businesses and organizations. Non-profits may use the space for free cultural, civic, or government events for up to 2 hours per week at no charge. If additional time is needed, the charge will be \$30 per hour (or portions thereof). Organizations using the meeting room for profit-making purposes and businesses will be charged \$30 per hour.

Fee waivers may be granted by the library or designee.

The following is a list of room usage for which a \$30 an hour fee will be charged:

- Meetings and events of for-profit organizations
- Fundraising events
- Meetings which require payment of tuition or other fees
- Any group using meeting room space for more than 2 hours in any week

Additionally, a minimum fee of \$25.00 may be charged to the Authorized Representative for any damages and/or cleaning. Replacement value may be used by Muncie Public Library to determine damage cost charged.

Refunds for cancellations may be granted if the Library or the city of Muncie is declared closed due to weather or other emergency.

### Non-Endorsement Statement

Use of the meeting space in no way constitutes an endorsement by the Library and all groups must use the phrase, "This program is not sponsored or endorsed by the Muncie Public Library" on all advertising and promotion. Neglecting to include this statement may result in reservation cancellation or refusal of future bookings.

### Prohibited Activities

All room reservations must be preapproved to ensure they meet Library guidelines. Use of the premises may be prohibited or terminated if at any time:

- The conduct of the group interferes with the mission of the Library or use of the Library by others
- Activities/meetings are disruptive or abusive or dangerous to the building, property, or individuals
- Activities of minors are not supervised by responsible adults

Prohibited activities include but are not limited to:

- Drugs, alcohol, and use of tobacco or e-cigarette use

- Disruptive or illegal activities and/or behavior
- Activities that impede the function of the Library or result in losses or liability to the Library

**General Room Information**

- All rooms are equipped with tables and chairs
- All rooms are technology-ready with projection/computer equipment, etc.
- Groups may configure the room to their satisfaction

<b>Location Name</b>	<b>Seating Capacity</b>	<b>Reservations Available</b>
Carnegie	45	Carnegie Business hours only
Connection Corner	30	Contact CC directly at (765) 747-8216 to reserve
Kennedy	66	24 hours a day
Maring-Hunt	100	24 hours a day

**Reserving Rooms**

Reservations may be made at any time within the calendar year for that year using the online system on the “Room Reservation” page on the library’s website at [www.munciepubliclibrary.org](http://www.munciepubliclibrary.org).

Once a reservation has been made, the group’s representative must also print, sign, and submit a “Meeting Room Contact Information & Policy Agreement” Form to verify the group’s responsibility. Agreement Forms are available at all libraries or may be downloaded at [www.munciepubliclibrary.org](http://www.munciepubliclibrary.org). All requests are pending until the agreement form and payment (if applicable) are received.

Meetings scheduled for the next calendar year may be reserved beginning the first week of November through the online system.

Groups needing to cancel a reservation must contact the library at least two business days before their scheduled time. Cancellations may also be done through the online system. Failure to cancel within the prescribed period may adversely affect future reservations.

**Petitions and Solicitation**

Organizations engaging either in the solicitation of goods or group membership or in obtaining signatures for a petition must confine activities to the reserved meeting room. Organization members may not block the right-of-way, interfere with the entrances or business of the Library, or create litter problems, and must follow the rules outlined in the Rules for Conduct for the Library.

**Indemnification**

Organizations or individuals using meeting rooms shall indemnify and hold harmless Muncie Public Library and its officers, director, agents and other 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 organizations or individuals use of the facility.

### **Damages**

Organizations or individuals using Library 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 organizations or individual's use of the facility and all tangible property. Replacement value may be used by Muncie Public Library to determine damage cost charged.

### **Liability**

The Library assumes no responsibility for lost or stolen items or damage to vehicles and other personal property in the parking lot.

### **Revocation and Refusal of Authorization for Room Use**

Use of the Library meeting rooms may be prohibited or terminated at any time if the activity or conduct planned or occurring in the room is deemed to be disruptive, interferes with Library customers' use of the Library, or interferes with Library employees. The following is a list of activities that may impact normal library operations:

- Size of the gathering presents personal safety or building security issues
- Activities that are loud, energetic
- Failure to comply with the non-endorsement statement
- Failure to pay fees and/or damage/neglect
- Failure to abide by Library policies

### **Priorities**

Priority of meeting room space will be given to Library sponsored events; to City of Muncie sponsored events; and groups that are based in the Library service area. The Library reserves the right to preempt any event for an emergency or for Library sponsored events although every effort will be made to provide ample notice and help in securing other options. Fees will be refunded should this occur.