

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.

The Library meeting room spaces are 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 two hours per week at no charge. For-profit organizations (businesses) may use the space at a rate of \$30.00 per hour.

For reservations requiring charges, payment must be received at least two weeks before the date of the reservation.

Fee waivers may be granted by the Library Director or designee.

The following is a list of room usage for which a \$30.00 an hour fee will be charged:

- Meetings and events of for-profit organizations (businesses)
- 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
- After hours meetings that occur or run after closing time.*

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

Refunds for cancellations may be granted if the Library or the City of Muncie is declared closed due to weather or other emergency, or if the space is needed for library programming.

Non-Endorsement Statement

Use of the meeting space in no way constitutes an endorsement by the Library. All bookings will include the phrase, "This program is not sponsored or endorsed by the Muncie Public Library". All promotional materials (when possible) should also include the non-endorsement statement.

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, 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 (*see Tobacco Free Policy*)
- 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
- All tables and chairs should be re-configured to original room set up
- All trash should be placed in the trash containers
- All food must be removed and kitchen facilities, if used, must be left in clean condition
- Meeting rooms are not available for use on days the Library is closed
- Meetings can only be held during hours that Library staff are present.

Location Name	Seating Capacity	Reservations Available
Carnegie	45	Tuesday-Thursday 10 am-5pm
Connection Corner	30	Contact CC directly at (765) 747-8216 to reserve
Kennedy	66	Monday-Friday 8am-7pm* Saturday 1-5pm
Maring-Hunt	100	Monday-Friday 8am-7pm* Saturday 1-5pm

***After hours meetings are available for request at Kennedy and Maring-Hunt Libraries, Monday through Friday from 7-9pm with an additional \$30.00 per hour fee.**

Reserving Rooms

Reservations may be made at any time within two six-month periods each year using the online system on the “Room Reservation” page on the Library’s website at www.munciepubliclibrary.org.

On December 1 of each year, reservations may be made through June 30 of the next calendar year. On June 1 of each year, reservations may be made through December 31 of the current calendar year.

Reservation times must include setup and tear down time, if needed. Entry into the meeting rooms will not be permitted before the reservation time.

All requests must be reviewed for approval and once approved; payment (if applicable) must be received two weeks prior to the reservation date for the reservation to be complete.

Groups needing to cancel a reservation must contact the Library at least two business days before their scheduled time. Cancellations may also be made-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 organization's 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 unreasonably loud or disruptive
- Activities that cause damage/neglect
- Failure to comply with the non-endorsement statement
- Failure to pay fees
- Failure to abide by Library policies
- Meetings that occur after Library hours without approved reservations

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. The Library will make every effort to provide ample notice and help in securing other options.