

MEETING ROOM POLICY

Thorntown Public Library

As part of its services to the community, Thorntown Public Library makes available public meeting rooms and spaces. Though library-sponsored programs will take precedence in scheduling, nonprofit organizations, community groups, and individuals may schedule meeting spaces, subject to the rules and regulations below.

1. Meeting rooms may be reserved by any Evergreen Indiana library cardholder in good standing. Reserving individual may not have any outstanding fines or overdues at the time of reservation or at the time the key is checked out.
 - The Guinn Room and Secret Garden are available during the library's open hours. These are public spaces and may have limited availability.
 - Rooms 116/120 and the Lounge are generally available from 7:00 a.m. through 11:00 p.m. daily.

Individuals without library cards may reserve a space at the director's discretion and must complete and sign a **Meeting Room Agreement**. Non-cardholder use must fall within the library's regular operating hours.

2. Groups may reserve a meeting room up to one year in advance. Groups may reserve no more than one Saturday **or** Sunday per month.
 - If a space remains available within 7 days of a potential reservation date, a group may reserve an additional weekend day.
3. Borrowers may use the rooms only during their confirmed reservation times. Call the library within 48 hours to cancel or alter a reservation. Repeated "no-shows" may result in loss of library meeting room privileges.
4. Groups and/or individuals using a meeting space are expected to arrange the tables and chairs to suit their own purpose. Following the meeting, chairs and tables are to be returned to their original arrangement.
5. If a room is divided and two groups are meeting at the same time, each group is expected to respect the rights and comforts of the other.
6. Groups should leave the Meeting Room(s) in a reasonable state, similar to the way the room was found. Any additional cleaning required will incur a \$25 charge.
7. Trash must be placed in receptacles/bags provided, tables wiped off (if used), and floors swept. If kitchen (lounge) was used, counters and any appliances used must be wiped off. Trash bags must be placed in dumpster and dumpster lid and gates closed (dumpster is located on south side of east parking lot).

8. Those who reserve library meeting rooms (and their guests) are expected to abide by the **Library Code of Conduct**.
9. The use of fog machines and incense are prohibited. Please exercise caution when using birthday candles or chafing dishes.
10. Organizations or individuals using meeting rooms shall be liable for all damages, expenses, 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.
11. Failure to abide by this policy may result in discontinuance of the borrower's use of meeting rooms.

Approved by Board December 13, 2021; revised June 13, 2022; revised March 13, 2023.