

G. Meeting Room Use Policy

Adopted 10/96 Updated 9/2014

Purpose: In addition to library programs, FCPL strives to provide space for local community groups of civic, cultural, or educational natures that do not have other forums in which to meet. Library space may only be used when the library is open unless special arrangements have been made. All meetings must end and disperse BY closing time. Failure to comply may result in loss of meeting room privileges.

FCPL Events have priority for space.

The Fulton County Public Library welcomes the use of public meeting spaces. The Board of Trustees of the Fulton County Public Library invites any group of community citizens whose purpose for meeting is in harmony with the mission of the FCPL to meet in the Library in rooms designated for this use. NO event may be held which interferes with normal operations of the library.

The use of the Library meeting rooms by any citizen or group does not signify or imply any endorsement by the Library of group's opinions or activities. Any publicity related to a non-library meeting should not imply that it is library sponsored. All non-library meeting room publicity will be the responsibility of the meeting may be posted in public bulletin boards. The position of the library is always one of neutrality.

TYPES OF MEETINGS

No general admittance fee may be charged by the host organization for any meeting or program nor may any voluntary offering, solicitation, or collection of funds be made. However, qualified groups may charge participants a fee to cover the costs for the program. Petitions and/or remonstrance are never permitted anywhere in the library or on library property.

All civic, community, or educational organizations whose purpose is non-commercial, non-partisan, and /or non-profit may use the meeting rooms with no fee. Political groups may use the meeting rooms for non-partisan or bi-partisan programs of an educational nature. FCPL allows personal parties only if the space is available.

The number of people attending must be reported for statistical purposes.

Meeting Rooms A and B have a capacity of 72 people each, or may be combined for a total capacity of 144.

Light refreshments may be served in all of the meeting spaces. Any equipment or food brought in should be promptly removed after the meeting. Any equipment provided by the library may be used with permission but must be left clean. Open flames (candles, matches, etc.) are never permitted in the library.

Alcoholic beverages are not permitted at any time and smoking is prohibited in all areas of the public library.

Unattended Minors

Per FCPL Policy, children are not to be left unattended.

NO SHOWS & ROOMS LEFT MESSY

If a group does not show up for a meeting and has failed to cancel it, or if they have not fulfilled the responsibility to clean and restore the room to the original set-up, the following action may occur:

1st Offense:

- The party that booked the room will receive a written notice.

2nd & Subsequent Offenses:

- In an effort to be fair to all groups, future scheduled meetings will be cancelled.
- The person responsible for the room will receive notice that this action was taken.

If the group desires to reschedule meetings after they have been cancelled due to offenses, the group will be required to submit new reservations and may be denied at the discretion of FCPL Staff.

RESPONSIBILITIES OF USERS

Each group is responsible for setting up the room to its specifications. Each group is also responsible for restoring the room to its original setup when the meeting is over. Current custodial fees may be charged if the rooms are not cleaned up and restored to the original setup for the next group.

The FCPL Board of Trustees, or their designee (the Library Director, or appointed staff member) reserves the right to terminate any meeting that is noisy, disruptive, or potentially destructive to the library's property or is determined to not be in the public's best interest. Any inquiries concerning meetings in question, as well as inquiries by the public, may be referred to the person signing the application.

ALL STATE FIRE AND HEALTH LAWS SHALL BE OBSERVED

Applications for space use must be made on the library forms provided, submitted in advance of the meeting date by an adult (age 18 or older) who shall be personally responsible for the conduct of the meeting, adherence to these regulations, the payment of any fees, and for any damages.

FEES

Fees must be paid at least one week prior to the meeting date or the library reserves the right to make the room available for other meetings. Cancellations must take place with one week's notice prior to the event or the reservation fees are forfeited.

For-profit groups/persons may use the library for a fee. The fee per room is \$10/per hour/per room. Use of the kitchenette is \$5/hour. (i.e. 3 hours of use in one room, would be \$30, if the group is using both rooms the cost would be \$60. If you use the kitchenette, the cost would be \$45 for one room and \$90 for both rooms.)

Fees are non-refundable unless the group provides ample notice or should the library be closed due to circumstances beyond our control.

(This policy is yours to keep.)

Meeting Room Agreement Form

The undersigned assumes all and exclusive responsibility for the preservation of order and the sole and exclusive liability for any injury of persons, and damage to, or loss of property that may result from this use; and for the due observance of all regulations of the Board of Trustees of the Fulton County Public Library, and acknowledges receipt of the rules and regulations regarding the use of the meeting room. Facilities and Equipment must be left clean and in order after each meeting.

There is a \$10 per room/per hour non-refundable fee for agencies other than not-for-profit agencies or library programs unless cancelled one week prior to rental date, which would allow time to rent the room.

- To reserve a room, call 574-223-1007.
- Meetings may only be booked for three (3) months or three (3) meetings at a time, unless the Library Director grants prior permission.
- Ask FCPL Staff members for information or special considerations.
- Failure to comply may result in loss of library privileges.

Name of Organization: _____

Contact Name: _____ Phone: _____

E-mail address: _____

Address: _____

Type of Meeting: Public ____ Private ____

Name of Meeting for the FCPL Public Calendar:

I have read the rules and regulations concerning the use of the Fulton County Public Library's Meeting Room Policies and agree to abide by the FCPL's use agreement.

Signed: _____ Date: _____

----- *Do not write below this line* -----

Application Received by: _____ Date: _____

Notes (Special Accommodations- i.e. equipment needed, etc.):

Approved/Denied: _____ Date: _____

Meeting Attendance Form

Event Name: _____

Date/Time: _____

of Adults: _____

of Children: _____

(Please fill out and return form after your event.)

<p>FULTON COUNTY FCPL PUBLIC LIBRARY</p>	<p>Jennifer McNamara A/V Dept. & Program Scheduler</p>
<p>320 W 7th Street Rochester, IN 46975-1332 www.fulco.lib.in.us</p>	<p>Main (574) 223-2713 Direct (574) 223-1007 FAX (574) 223-5102</p>
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