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PROGRAM ROOM POLICY

(rev. 12/20/12)

The meeting facility is provided as a community service to our patrons with the exceptions as stated in this policy. Please take time to read over this policy/information sheet before completing the meeting room application.

- The meeting room has a capacity of not more than seventy-two (72) people.
- Library functions take precedence over all others. The Library reserves the right to determine priorities in assigning the meeting room space and to change or cancel reservations. One-time reservations are taken on a first-come, first-booked basis. The Library is not liable for injuries to people, damage to or loss of property of groups using the meeting room.
- The Library Board of Trustees is the final arbiter of any question as to the use of the meeting room. However, when a question arises concerning the propriety of allowing the meeting room to be used by a particular group, or for a particular purpose, the Board delegates to the Director the authority to interpret this policy.
- If the room is used strictly for a not-for-profit basis, by a non-commercial group, civic groups or service clubs sponsored by responsible local citizens or organizations, it may be used free of charge.
- If it is used for a for-profit basis, the charge is \$25 per time used. Exempt from this is the Library or Friends of the Library who may allow authors or performers to sell their published or recorded works unobtrusively before or after a presentation.
- No admittance fees may be charged except for the cost of program-related supplies, a fee to cover the cost of a speaker or a normal collection of dues. Names, addresses or phone numbers of participants may not be collected for creating mailing lists or sales contacts.
- Meetings may begin as early as 9:00 AM. Patrons must begin using the room during business hours. If meetings will end after the library closes, prior notice must be made on the program room request form and approval must be given by the Director. Staff will prepare the program room and exit door for afterhours use and will discuss closing responsibilities with patrons utilizing the room after hours. The room will not be available on regular holidays.
- Reservations must be made by an adult who represents the organization reserving the room. This contact person is responsible for reporting attendance and maintaining an open-line of communication between the Library and the organization. Staff members may not sign for organizations to which they do not belong.

- Reservations must be made at least 24 hours in advance. Reservations can be made up to 6 months prior to the event. Special requests will be taken into consideration. All requests must be approved by the Director with a signature on the request form before requests are considered confirmed. Patrons will only be notified if there is a problem with a request but are encouraged to call confirm receipt of a request.
- Notice of cancellation of a meeting must be given the Library at least one (1) week in advance of the reserved meeting. Any deposit will be forfeited if this is not done. Weather conditions and emergencies will be taken into consideration.
- If light refreshments are to be served, they must be prepared off premises and the organization must bring its own table service. Beverages such as grape juice and red beverages should not be served due to staining. **ALCOHOLIC BEVERAGES AND SMOKING ARE NOT ALLOWED. EXCESSIVE NOISE AND ROWDINESS ARE ALSO PROHIBITED.** Each group assumes full responsibility for any damages or cleaning charges which occur as a result of the group's use. Consistent or recurring abuse will be cause for denial of use of the meeting room.
- The Library provides a small refrigerator, a coffee pot, and a hot pot. All items must be left in the condition the Library provided them. Groups may request the use of the Library's projection screen, podium, laptops, dry erase board, overhead projector, tables, and chairs. These must be indicated on the reservation form so staff can prepare the room accordingly. The group is responsible for bringing any other equipment or supplies needed.
- Each group is responsible for arranging the space the way they want it. Prior to leaving, each group should clean up any messes and leave the room according the closing checklist provided in the room. If cleaning supplies are needed, please alert staff.
- Each group is asked to complete an evaluation form after each use of the program room.
- The meeting room may not be used for the following activities:
 - Yard or rummage sales,
 - personal or family parties,
 - fundraisers not for the direct benefit of the Library,
 - supervised visitation.
- The philosophies of the groups using the meeting room are not necessarily those of the library, its staff or board members
- Open Meeting Policy: Because the Linton Public Library is a publicly supported institution all Board meetings held in the meeting room must be open to anyone who wishes to attend. No one may be excluded from a Board meeting (Except for Board Meeting in Executive Session).