



Kendallville Public Library

Providing access to information...for life.

Meeting Room Policy

KPL Board of Trustees [Adopted 12/13/2022]

Meeting Room Use and Philosophy

The Kendallville Public Library has public meeting rooms available for use.

The Library provides for the informational, cultural, and educational needs of the community it serves. Meeting rooms will be available to groups in the community regardless of the beliefs and affiliations of their members. The fact that a group is permitted to meet at the Library does not constitute an endorsement of its policy or beliefs. Rooms shall not be used for political campaigning for an individual candidate. Library sponsored programs will have priority in scheduling. All other meetings will be scheduled on a first come, first served basis.

Reservations and Restrictions

Reservations for meeting rooms can be:

- Made in person at either Library location, by telephone, or online at www.kendallvillelibrary.org
- Scheduled during business hours Monday through Saturday apart from Library closures
- Made up to 3 months in advance of the scheduled meeting date

Restrictions to all meeting rooms apply:

- All meetings must end 30 minutes before the Library closes
- No solicitation/gambling on Library premises is permitted
- Fireworks, explosives, highly flammable candles, and aerosol sprays are prohibited
- No alcohol, controlled substances or tobacco use is permitted on Library property
- Attendees cannot extend stated room capacities

The director or circulation manager may give special consideration to reservations. The Library reserves the right to control the time, manner, and place of all meetings. The Library is authorized to deny permission to use Library rooms to any group that violates any regulations in this policy. The Library director will decide any questions of interpretation.



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Fees & Capacity

Rooms will be available for civic, educational, and cultural uses without charge unless the user charges a non-refundable fee, or the rooms are used for monetary gain. "Monetary gain" refers to any uses to make a profit or break even.

Non-Profit Use:

Organizations claiming non-profit status are asked to provide a copy of the following documents:

- IRS Form 501(c)(3), Articles of Incorporation, or a Tax-Exempt Certificate
- Certificate of Liability Insurance in the amount of \$500,000 or higher listing the Kendallville Public Library as a certificate holder

For-Profit & Party Use:

For-profit, businesses, and private party users will provide the Library with the following document:

- Certificate of Liability Insurance in the amount of \$500,000 or higher listing the Kendallville Public Library as a certificate holder

Cash or credit card only fees will be charged for the private party use of designated meeting rooms. Private party use constitutes receptions, reunions, baby showers, bridal showers, meetings of for-profit institutions, etc. See the chart below for room fees.

To secure the requested room, nonrefundable fees must be paid at time of reservation. Refunds for emergency cancellations are at the discretion of the director to issue.

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Rooms	Capacity	Nonrefundable Fee
A	35	\$30
B	35	\$30
A+B	75	\$60
1, 2, 3, 4, Board Room (not available for parties)	Room 1 holds 12 Room 2 holds 12 Room 3 holds 15 Room 4 holds 20 Board Room holds 10	\$20
C	75	\$60
D	100	\$60
C+D	175	\$120
Limberlost Branch		
Large Meeting Room	49	\$30



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Small Meeting Room (not available for parties)	15	\$20
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Room Expectations

The Library has specific requirements for the use of rooms. You will be given a check list to complete. Failure to follow these instructions will result in billing for repairs or loss of rental privilege. Users are responsible for damages to meeting rooms. Those costs are determined on a case-by-case basis and will be in line with the damage caused.

Expectations:

- Do not use tape, tacks, nails, etc. on the walls, doors, windows, tables, or equipment
- Do not prop open any exterior doors
- Smoking, vaping, and the use of alcoholic beverages are not permitted in any area of the Library or on Library property
- Food and non-alcoholic beverages may be served in the rooms (avoid drinks with red food dye)
- Non-service animals are not allowed
- If crafting, you are required to provide and use your own table and floor coverings to prevent damage
- No candles or open flames

Staff Oversight:

- KPL reserves the right to have a Library representative attend any function held in its facilities (excepting lawful executive sessions of governmental bodies) to ensure no unlawful activities or activities contrary to KPL policies are occurring on Library premises
- The Library representative may enter the function at any time and may end the meeting/event if warranted
- If deemed necessary, law enforcement will be notified
- Video surveillance is in use

When your meeting is over:

- Clean equipment, tables and chairs, and kitchen items
- Vacuum floors
- Re-set tables and chairs to follow diagram
- Take trash to the bins (north or south side of the building)
- Make sure all exterior doors to the meeting room are closed



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Compliance and Damage

Each individual/entity that reserves Library space assumes full responsibility for compliance with this policy and for any damage or loss resulting from the use of the facilities. Parents/guardians are responsible for providing supervision for children before, during, and after any functions. Damage will be assessed per use. If the damage is determined to cost more to repair than the fee applied to the space the user will be invoiced for said damages. Unpaid invoices will be sent to collections. ***Abuse of the facilities, or violation of this policy will be sufficient cause to deny further use of the meeting rooms and may result in legal restitution for any loss or damage.***

Lost/Stolen Items

The Library does not assume any responsibility for the security of personal items.

Physical Arrangements

Meeting rooms are kept locked. The individual on the room reservation must visit the Circulation Desk to pick up a key and an attendance slip. When the meeting has concluded, attendance slips and keys must be returned to the Circulation Desk.

Tables and chairs are provided; their arrangement is the responsibility of the hosting organization. Rooms must be reset to the original diagram found posted in each room.

Additional equipment must be reserved at the time the meeting room reservation is being made.

At the discretion of the Executive Library Director storage of educational items needed for frequently scheduled rooms will be determined on a case-by-case basis and will require a completed form waiving the Library of any liability in the event of theft and/or damage.

Marketing/Disclaimers

The fact that a group is permitted to meet at a KPL Library does not in any way constitute an endorsement of the group's policies or beliefs, and any misrepresentation of this fact will result in the loss of Library use privileges for the offending group. Use of the premises may be terminated at any time if the conduct of the group, or any member of the group, is disruptive to Library service, abusive or dangerous to the building, Library materials, exhibits, furnishings, or individuals in the building. Any group or individual not sponsored or co-sponsored by KPL who advertises an event to be held at KPL is required to include the following disclaimer in their advertisements:

DISCLAIMER: *The fact that a group or individual is permitted to meet in a Kendallville Public Library does not in any way constitute an endorsement, recommendation, approval, or sanction of the organizer's policies, belief, statements, viewpoints, or recommendations.*



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Hold Harmless

All users and persons attending user sponsored events using Library facilities take the premises "as is" and assume all risks of loss, damage, or injury, including death or property damage, resulting from the use by user of the Library facilities and services under this agreement. Library "facilities" and "premises" includes not only meeting rooms but the entire building, parking lot and grounds. The Library assumes no liability whatsoever for any property placed by the user or any person attending a user sponsored event in or about Library buildings or properties. User agrees that all persons on Library premises because of user's event (participants, members, invitees, etc.) are under the direct and complete control of the user. The user is liable for all damages resulting from a participant's use of the Library's facilities and services. User shall reimburse the Library for all damages to its facilities or equipment resulting from the use of the same.

Groups using meeting rooms agree to indemnify and hold harmless the Kendallville Public Library and Limberlost Branch, and its employees, officers, agents, and representatives, from any and all suits, actions, claims, or demands of any nature arising out of or brought on account of any injuries or damages sustained by any person by a consequence or result of the use of KPL property, its furnishings, or its equipment.

Cancellations

It is the responsibility of the person scheduling the meeting to inform the Library of meeting cancellations as soon as possible. In cases of severe weather or in other situations outside of the Library's control, the libraries may be forced to close. If the libraries close, then all meeting room fees are refundable. The Library will make an effort to contact those with reservations affected by such a closure; the information will typically be available on local news outlets, the Library's website, and social media.

Adopted 10/8/2019 KPL Board of Trustees

Effective 11/1/2019

Updated 12/14/2021 KPL Board of Trustees

Presented 8/9/2022 to KPL Board of Trustees