

Meeting Room Use

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

8.1 Philosophy

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. Library sponsored programs will have priority in scheduling. All other meetings will be scheduled on a first come, first served basis.

8.2 Reservations

Meetings can be scheduled Monday through Saturday during a calendar year with the exception of library closures. Reservations for meeting rooms can be made in person at either library location, by telephone, or online at www.kendallvillelibrary.org, up to 24 months prior to an event.

8.3 Restrictions

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. Smoking and the use of alcoholic beverages are not permitted in area of the library or on library property.

8.4 Fees

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 by profit-making organizations. Kendallville or Rome City Chamber of Commerce members may request to have their for-profit room fee waived one time per month. Proof of Chamber membership is required.

Cash only deposits will be charged for the private party use of designated meeting rooms. See chart below for fee and deposit requirements.

In order to secure the room requested, deposits must be paid within 7 days after making a reservation. If the deposit is not paid in that time, the room will be opened for another reservation. Groups using the rooms for private parties must cancel at least 7 days prior to the event to receive a refund of their deposit. **All deposits meeting the room reservation deposit guidelines will be returned as a check via the USPS. Processing may take up to eight weeks after the reservation date.**

The library has specific requirements for the return of deposits. Failure to follow these instructions will result in the forfeiture of your deposit:

- Do not use tape, tacks, nail, etc. on the walls
- Do not smoke or drink alcohol in the library or anywhere on the library campus

When your meeting is over:

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

If you are staying after library hours:

- Check restrooms and turn off lights
- Ensure the library doors close & lock behind you
- Do not prop open any exterior doors

8.5 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 or to the outdoor book drop, if after hours.

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. 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.

Food and non-alcoholic beverages may be served in the rooms. Storage of items needed for frequently scheduled meetings will be determined on a case-by-case basis at the discretion of the library director.

8.6 Cancellations

It is the responsibility of the person scheduling the meeting to inform the library of meeting cancellations.

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, but the

information will typically be available on local news outlets, the library's website, and social media.

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