

Alexandria-Monroe Public Library Meeting Room Use Policy

The Alexandria-Monroe Public Library provides meeting room facilities in accordance with the following policy:

A. General Statement

The Library provides a meeting room for programs and activities of the Alexandria-Monroe Public Library. The Library encourages the use of the meeting room by businesses, community groups and organizations engaged in educational, civic, political, cultural, intellectual or charitable activities on condition that the meetings are free and open to the general public.

Meetings of a confidential nature that would violate the free and open access clause of this policy are strictly prohibited. These include, but are not limited to, counseling sessions, supervised visits, custodial exchanges, etc.

An Evergreen Indiana library card issued by the Alexandria-Monroe Public Library that is in good standing is required to place a meeting room request.

Permission to use a meeting room does not constitute an endorsement by the Library of a program or point of view expressed. Except as a designation of location, the name of the Library may not be used in any publicity. Publicity prepared by an organization concerning meetings (news releases, brochures, flyers, public service announcements, etc.) must carry the name and phone number of the sponsoring organization. The library's telephone number cannot be used as a contact number for the organization.

The Library will not create, prepare or disseminate any public relations, marketing, or advertising materials for groups using the meeting room.

The meeting room may not be used for private parties or receptions.

Meeting room use must not disrupt other library patrons.

Telephone messages for anyone attending a meeting will not be taken except in the case of an emergency.

A caregiver or parent must accompany children under age seven at all times. Adults attending meetings must not leave children under age seven unsupervised in the children's area or anywhere in the library.

Do not affix items to walls, ceilings, or any library property. Items may not be displayed outside the meeting room or in any other area of the library.

Library sponsored programs, activities and events are given priority.

Groups of children under the age of 12 may use the meeting rooms provided they are supervised at a ratio of 1 adult per 10 children.

All groups and individuals using the meeting rooms assume full responsibility for any damages to library property in the room incurred during the meeting or in connection with the meeting.

All groups are required to observe the occupancy limit of 25 persons.

The Alexandria-Monroe Public Library Board of Trustees and the library staff do not assume any responsibility for the security of personal or group equipment, valuables, etc.

B. Fees

No admission fee, other costs, or required donation shall be charged for attendance at meetings in the public library. Membership fees may not be required to attend the meeting held at the library. No products, services, or memberships may be advertised, solicited or sold.

C. Reservations

There is a minimum 72 hour advance notice on all room reservations.

Reservations may not be scheduled more than 30 days in advance.

Reservations are made through the Assistant Director, or in his absence, any member of library management.

D. Hours

Meetings must take place during the hours the Library is open, and meetings may not be scheduled on days the Library is closed.

Meeting rooms must be vacated fifteen minutes before the Library's stated closing time.

E. Set-up and Clean-up

Organizations are responsible for set up and clean up. All furniture must be returned to the original set up. The Library does not provide maintenance or custodial staff to set up or clean up meeting rooms. The Library does not make provisions for the storage of equipment, materials, or supplies used by regular meeting room users.

F. Food & Drinks

Food is not permitted, unless prior arrangements have been made. Non-alcoholic drinks are permitted.

The Library does not provide paper products, utensils, cups, etc.

G. Smoking

Smoking is not permitted in Library meeting rooms or anywhere on Library grounds.

H. Cancellations

The Library retains the right to cancel any meeting room reservation granted to an outside organization for operational reasons. The Library will provide as much notice of a cancelled reservation as is feasible.

Meeting room groups will not be directly contacted by the library in the event of library closure due to weather or other emergency event. Weather related closures are announced through broadcast television, social media, and on the library website. Other closures may only be announced by signage posted at the library entrance.

Groups holding reservations are requested to notify the Library of cancellations at the earliest possible date in order to free the meeting facility for other groups. Groups failing to notify the Library of cancellations may be denied future use of the meeting room. The Library Director is authorized to deny permission to use the meeting rooms to any group that violates these regulations or any other library policy.

I. Attendance Form

Meeting room users must submit an attendance form to the circulation desk after the conclusion of their meeting room reservation for statistical purposes. Future room use will be denied for users who fail to submit this necessary form.

J. Equipment

The library has the following equipment for use: television, blu-ray player, digital projector, laptop and a viewing screen.

Adopted May 2005; Rev. May 14, 2009; Rev. June 9, 2011; Rev. April 14, 2016