

## FACILITIES POLICY

### Room Use

#### General Policies

- A. Meeting rooms at the Library are available on a first come first served basis. Library sponsored programs take precedence. Reservations will be accepted on a rolling ninety (90) days. Reasonable accommodation for the disabled must be provided upon request. (e.g. American Sign Language Interpreters, etc.)
- B. Fundraisers are not permitted.
- C. Use of Library meeting rooms by any person or entity shall not be construed as an endorsement by the Library of the viewpoints expressed, the content of the meeting, or the product or service offered by such person or entity. Any written or verbal promotion of a person or entity's meeting at the library must include a written disclaimer stating, "Brownsburg Public Library is not sponsoring or endorsing the subject matter of this meeting."
- D. Misrepresentation by the individual or organization to avoid fees or to use the room for a non-permitted function will result in termination of meeting room usage for the individual/organization.
- E. An adult library cardholder or an adult registered non-cardholder must reserve the meeting room. Adult is defined as 18 years or older. The person making the reservation will be held liable for any damage done to the room.
- F. Adult supervision is required in the Meeting and Children's Program rooms during use. Noise level must be reasonable and respectful of those people using the adjoining rooms. A library staff member will make the request to be quiet.
- G. Local fire ordinances dictate maximum room capacity.
  - a. Dorothy Jean Sharpe Meeting Room: 56 people; 24 people with tables
  - b. Ruth M. Murdock Meeting Room: 68 people; 34 people with tables
  - c. Meeting Room Sharpe & Murdock combined: 100 people; 58 people with tables
  - d. Sylvester & Anne Moore Meeting Room: 14 people; 14 people with tables
  - e. Wanda Pearson Meeting Room: 22 people; 22 people with tables
  - f. Ottie Roberts Meeting Room: 36 people; 36 people with tables
  - g. Children's School Age Program Room: 30 people
  - h. Children's Preschool Program Room: 30 people
  - i. Children School Age & Preschool Combined: 60 people
  - j. Teen Program Room: 25 people
  - k. Russell Webb Memorial Board Room: 14 people

- H. Groups using the room are responsible for setup, take down and cleanup of the room. Facilities are inadequate for preparing full meals, but carry-ins are permitted. Continued abuse by the individual or group will result in termination of meeting room usage at the discretion of the Director.
- I. All trash must be placed in an appropriate receptacle. Library Staff should be contacted for additional trash bags. Refrigerator must be emptied and the microwave cleaned at the end of the reservation, if used. Failure to do so may result in loss of meeting room privileges.
- J. There is no baby-sitting service for children in the Library for those attending meetings.
- K. No smoking or alcoholic beverages are permitted. No open flames, such as candles are permitted. Nothing may be hung from the ceiling. Only painters' tape must be used to attach items to the walls.
- L. Chairs and tables are available for public use within the building. Various equipment is available for use. Consult the library staff or website to determine available equipment.
- M. The Library will not be responsible for any property left on the premises. The Library storage is not to be used by any group. Material stored by a group will be discarded.
- N. A copy of the use policy will be available in each room.
- O. Please notify the Library of any meeting cancellation within 24 hours so that other groups may use the room. Failure to do so may result in loss of meeting room privileges for the group after two (2) no shows. We will cancel reservations for groups that don't show up thirty (30) minutes after meeting start time and consider it a "no show".
- P. The Director reserves the right to deny the use of the meeting rooms.

### Meeting Rooms

Room use general policies apply with the exceptions and/or additions as follows:

- A. The Meeting Rooms are available during operational hours. Groups cannot start prior to opening and must be out of the building at closing. Reservations start 15 minutes after opening and end 15 minutes prior to closing to accommodate setup, take down and clean up.
- B. An adult Library cardholder or a registered non-cardholder (18 years or older) may check out the meeting room key. The meeting room key may be given to the person regardless of the amount of money they owe or of the number of overdue materials. Their registration must be updated prior to receiving the meeting room key. At the conclusion of the

meeting, the key must be returned to the front desk. The person receiving the key may be different from the person who reserves the room.

- C. Meeting Room access outside of Library operating hours is available to groups who provide security and is limited to Meeting Rooms – Sharpe, Murdock and Moore. Security must be a law enforcement officer or an employee of a private security company. At least 48 hours prior to the event, the group must email Customer Service staff at AccountInfo@bburglibrary.net with the name and contact information of the person providing security and for the company that they work. Meeting Room access is through the east entrance. The east entrance will be locked and must not be propped open after library hours. Restrooms are located just outside the entrances to the meeting rooms. The security individual shall secure the building at the conclusion of the meeting by making sure the building is empty including the restrooms and all doors are secured. For requests that exceed one (1) hour after closing time, a fee will be assessed. No after-hours request will extend beyond 11:00 pm.
- D. Groups must be out of the building promptly at closing time unless a prior arrangement has been made. The meeting room doors must be secured upon leaving and is the responsibility of the person who reserves the room. Failure to do so may result in loss of meeting room privileges for the group.
- E. Individuals or not-for-profit entities may use the meeting room for free unless they wish to have a private party, which is a celebration by a group of people and closed to the public, such as a birthday, shower, graduation, open house, celebration of life or memorial services, award banquets or other social event, at which people enjoy themselves doing things such as eating, dancing, talking, or playing games. Private party reservations are limited to Saturday and Sunday. Parties are limited to Sharpe and Murdock Meeting Rooms. Noise level must be reasonable and respectful of those people using the adjoining meeting room as determined by library staff. The party must be contained in the meeting room and must not extend to the hallway or the Library facility. All other policies apply.

#### Children's Program Rooms

Room use general policies apply with the exceptions and/or additions as follows:

- A. The Children's Program rooms are available outside of library programming which is generally mornings and afternoons. Check the online reservation system for availability. All reservations will vacate the rooms 30 minutes prior to closing. Reservations will end 15 minutes to accommodate take down and cleanup and vacating the room 30 minutes prior to closing. The Children's Program rooms are for groups meeting with children age 13 and under in attendance and for the purpose of the children. Meetings with adults only is not allowed in the Children's Program Rooms regardless of the meeting topic.
- B. There is no babysitting service for children in the Library for those attending meetings. Behavior that disturbs other patrons will not be tolerated.

- C. Groups using the Children’s Program rooms are responsible for cleanup of the areas used. All furniture and chairs will be returned to their original setup.

**Adopted – 10/84; Revised – 04/85, 08/88, 10/91, 04/93, 06/96, 03/97, 04/99, 01/01, 08/02, 02/04, 03/05, 04/06, 07/06, 03/07, 07/07, 03/08, 04/08, 03/09, 03/10, 07/11, 12/11, 12/12, 12/13, 01/15, 12/16, 12/17, 12/19, 10/20, 11/21, 11/23**

### Study Rooms

- A. Study rooms are available during regular library hours to all Library patrons. The fundamental purpose of the study rooms is to provide a suitable environment for group work, research, study, and reading.
1. The two (2) person rooms (#1, 2, 3, 5, 6 and 7) are for one (1) or two (2) people maximum.
  2. The four (4) person rooms (#8 and 9) are for one (1) to four (4) people maximum.
  3. The eight (8) person room (#4) is for three (3) to eight (8) people maximum and requires a key that can be checked out at the front desk.
  4. No advance reservations. First come, first served availability, except by library staff for library use.
  5. No time limit restrictions will be applied to study room use.
  6. If the room requires checkout of a key, the key may be checked out to the person regardless of the amount of money they owe or of the number of overdue materials. Their registration must be updated prior to receiving the study room key.
- B. Personal property left unattended for 30 minutes or longer will be removed from the study room and taken to the front desk to allow the room to be used by others. There is no “saving” the room for later use.
- C. Privileges will be suspended if the room is misused or the occupants exhibit disruptive and/or lewd behavior. Failure to leave the rooms in a neat and orderly condition may result in a loss of future privileges.
- D. Local fire ordinances dictate maximum room capacity.
- a. 2 person rooms - #1, 2, 3, 5, 6 and 7
  - b. 4 person rooms - #8 and 9
  - c. 8 person room - #4

**Adopted – 04/99; Revised – 01/01, 02/04, 04/06, 03/07, 12/12, 01/15, 01/16, 12/16, 12/17, 12/19, 10/20, 11/21, 11/23**

Bulletin Board, Handout Unit & Exhibit

- A. Library bulletin board and handout unit may be used by individuals, businesses, and community groups to promote their programs and activities. Public use is restricted to the East Meeting Room hallway, exceptions made by the Director. Library use takes precedence over any individual or community group usage. The Director reserves the right to refuse the use or remove a posting at any time without notice. Use of the bulletin board and handout unit does not mean that the Board or Library staff agree with the viewpoints or endorse the activities that are presented.
  
- B. Use of the bulletin board and handout unit for politically partisan, religious or sectarian purposes is not permitted unless the activity is open to the general public with a specified date or running date. Ie Vacation Bible School, Meet the Candidates, etc.
  
- C. Library exhibit areas are for library promotions and displays and are not available for individual and community group use.

**Adopted – 01/84; Revised – 04/93, 06/96, 01/01, 02/04, 03/05, 04/06, 07/11, 12/12, 01/15, 01/16, 11/21, 11/23**

Facility Fees and Related

- A. Fees for Meeting Room are required to confirm the reservation. Fees are listed by groups below. This fee is non-refundable and must be paid within one (1) week of the request; otherwise the reservation will be cancelled. The fee can be transferred to a different date prior to the original reservation date. The fee is assessed per room per day. If Meeting Rooms Sharpe and Murdock are reserved for the same event, the fee will be doubled to reflect two (2) room rentals.

Group	Adult Library cardholder	Registered Non-cardholder
All groups (For profit and Not-for-profit) or individual	\$0 (Free)	\$50
Not-for-profit entity or individual for private party	\$50	\$100
Government agency	\$0 (Free)	\$0 (Free)
After-hours request exceeding one (1) hour	\$50	\$100

Additional fees:

- 1. Failure to leave the rooms in neat and clean condition or to put tables and chairs away after meeting may result in a minimum fee of \$20.00 that will be charged to the person reserving the room.

2. If the fob is lost, a \$10.00 fee will be assessed to the person who checked out the fob.
- B. The library assumes no liability for any loss or damage to the user's data or for any damage or injury. The user agrees to hold the library harmless and to be responsible for any damages, costs or expenses for inappropriate use or violations of this policy.
  - C. No fee is assessed for study room use, except if the fob is lost, then a \$10 fee will be assessed.

**Adopted – 06/84; Revised – 02/86, 02/87, 04/88, 11/88, 04/89, 06/90, 04/92, 04/93, 06/93, 04/94, 06/96, 03/97, 09/98, 03/00, 09/01, 01/02, 08/02, 02/04, 03/05, 04/06, 07/06, 03/07, 07/07, 03/08, 03/09, 03/10, 07/11, 12/11, 12/12, 12/13, 01/15, 01/16, 12/16, 12/19, 10/20, 11/23**

### Library Facility Rental

The Library facility may be used as a venue for weddings, corporate events and other large events. Library facility includes the building, gazebo and yard. The parking lot is not available to rent and is only to be used for parking.

#### General Policies

##### A. Reservations

- Events will be reserved on a first come, first served basis. Reservations will be accepted up to eighteen (18) months in advance.
- Advance bookings are accepted in good faith. The Library cannot accept responsibility in the following circumstances: power outage or equipment failure; noises from sources outside the Library; weather; and acts of God.
- No event may be reserved or held without a signed Library Facility Rental Agreement (Appendix) and down payment. The library will hold the down payment check for five (5) days from the date of check receipt. The down payment is fully refundable during this five (5) day hold period. After five (5) days, the check will be cashed and the down payment becomes non-refundable. Date changes are allowed with no penalty as long as the Library is available.
- Upon receiving a signed agreement, a library staff member will be assigned to the event as the contact person.
- If the rental client intends to cancel a reservation during the five (5) day hold period, the rental client is responsible for notifying the library before 5:00pm on the fifth day.
- Rental is available from 8:00 am until 12:00 midnight. All events must end by 11:00 pm to allow for clean-up and closing by midnight. Catering and rental equipment/supplies must be delivered and picked up on the day of the rental event.

Any arrangements for early or late delivery/pickup must be approved in writing with the staff member assigned to the event.

- At the time of the rental, the rental client must indicate if they are booking only the indoor facilities or the grounds as well.

B. Fees

<b>Fee</b>	<b>Amount</b>	<b>Notes</b>
Rental fee	\$1,500	After library closing till midnight
Rental fee	\$3,000	All day events – 8am till midnight. The library will not be closed for the event.
Down Payment	\$250	Non-refundable and applied toward the rental fee.
Damage Deposit	\$200	No later than five (5) days before the event. Renters may forfeit all or part of their damage deposit if the facility is not left in good condition. In addition, renters are responsible for paying any specific damages caused by the group.
Alcohol	\$500	For events where alcohol will be served
Library tables and chairs	\$500	Set up and take down of library tables and chairs. A listing of library tables and chairs will be made available.

- The balance of the rental fee, other charges, and the damage deposit are due no later than five (5) days before the scheduled event.
- Unpaid invoices will be charged interest at the legal rate of 1.5% per month.

C. The Library is smoke-free facility. Smoking is not allowed anywhere in the building or on the grounds.

D. Renters must abide by the occupancy limits set by the library.

- Dorothy Jean Sharpe Meeting Room: 56 people; 24 people with tables
- Ruth M. Murdock Meeting Room: 68 people; 34 people with tables
- Meeting Room Sharpe & Murdock combined: 100 people; 58 people with tables
- Sylvester & Anne Moore Meeting Room: 14 people; 14 people with tables
- Wanda Pearson Meeting Room: 22 people; 22 people with tables
- Oattie Roberts Meeting Room: 36 people; 36 people with tables
- Children’s School Age Program Room: 30 people
- Children’s Preschool Program Room: 30 people
- Children School Age & Preschool Combined: 60 people
- Teen Program Room: 25 people
- Open space in front of North Window: 500 people
- Open space in front of North Window in Children’s: 360 people

- E. State and local fire codes apply. In addition:
- No flammable substance or material may be used unless it meets fire safety standards.
  - No open flames or candelabra are allowed. Candles are permitted only if they are enclosed in glass. A unity candle may be used only during the ceremony. Unity candles must have a protective pad underneath and must be extinguished at the end of the ceremony.
  - No lights, candles, or candelabra are allowed to be placed in or on evergreen trees, wreaths, sprays, or other greenery.
  - Miniature, cool lights may be used.
  - Fireworks, including sparklers, are strictly prohibited.
  - The path to emergency exits and to fire extinguishers may not be blocked.
- F. Responsibility – The library is not responsible for personal or rental property before, during or after an event. It is the responsibility of the renter to be present when deliveries are made, as the library will not sign for delivery of goods or services.
- G. Personal Conduct – To protect the rights and safety of all library users, library staff and their agents; and to protect public property, both the rental client and their guests must abide by the Conduct on Library Property policy.
- H. Photography may take place during the client’s rental period. The rental client gives permission to the Library to take photos of their event, and gives full publication rights to the Library to use those photographs in print or on website documentation.
- I. Equipment & Furniture – No furniture or equipment may be brought into the Library from home or a rental company without prior written permission from the assigned staff member.
- J. Outside Vendors – All items associated with the event must be delivered within the rental window of the event. Deliveries and pickups that cannot be made within the rental period must have the prior written approval of the assigned staff member.
- K. Public Areas – Public areas of the library must remain available to the public while the library is open. Items belonging to the renter may not be left unattended.
- L. Parking – When the library is open, parking is on a first-come, first-served basis. Sections of the parking lot may not be reserved for guests and the library book drop must still be accessible at all times.



### Set Up

- A. The assigned staff member to the event will arrange for set up and take down of library tables and chairs for an additional charge. Rented tables and chairs are the responsibility of the renter.
- B. The library set up service does not include setting linens, decorations, dishes, and other items.
- C. No decorations may be used on the library's interior walls without permission.
- D. No rice, birdseed, rose petals or confetti is allowed indoors or on the grounds.
- E. Nothing may be attached to the Library's exterior or gazebo.
- F. Any signage placed outside the Library must be approved prior to the event. It may only be displayed on the day of the event.

### Clean Up

- A. The renter is responsible for removing all trash and kitchen garbage immediately after the event.
- B. The renter must have all decorations, catering items, rental items, personal belongings, and other items out of the building by the end of the rental period, or pre-arranged time.
- C. The renter is responsible for putting away chairs and tables unless the additional charge for set-up and take down was paid. Rented tables and chairs are the responsibility of the renter.
- D. If the event clean-up has not concluded by the end of the rental period, a minimum of \$100 will be charged or held from any damage deposit to be returned.

### Food & Refreshments

- A. No cooking or food preparation is allowed in the building or on the grounds. Food must be prepared off-site. The library does not have an oven, refrigerator or freezer available.
- B. The placement of bars is limited to un-carpeted areas of the library.
- C. The only flame approved for use by caterers working at the library is a Sterno to keep warm food warm. Portable burners and stoves are strictly prohibited.

### Alcohol Policy

- A. Beer and Wine only is permitted at the library but may not be served while the library is open. Beer and Wine service shall be subject to the applicable provisions of Indiana Law.

- B. The library will charge an additional fee for events where alcohol will be served.
- C. A Temporary Beer and Wine Permit from the Indiana Alcohol and Tobacco Commission and a Temporary Employee Permit must be obtained for the day of the event. Paid by the renter.
- D. Off-Duty Brownsburg Police or Hendricks County Deputy Sheriff Officers are required to work security during the duration of an event serving alcohol. Paid by the renter.
- E. Liability for food and alcohol service and consumption is assumed by the renter. The Library assumes no liability for alcohol service and/or consumption. The renter must provide a certificate of insurance to the library naming Brownsburg Public Library as an "Additional Insured" for limits of at least \$1,000,000.
- F. No serving or consumption of alcohol is allowed in the parking lot or in cars.
- G. No alcohol service may be made to minors.
- H. Alcohol service must conclude no later than 11:00 pm, or a minimum of ½ hour before the conclusion of the event whichever is sooner.

#### Insurance

- A. The renter must carry insurance to cover the event. Acquiring appropriate insurance for your event protects you against claims and also helps protect the library building.
- B. A minimum of \$1 million in Bodily Injury and Property Damage Liability is required.
- C. The insurance policy must be in the name of the person or organization signing the lease. The library must be listed as "Additional Insured."
- D. Proof of insurance is required before the event takes place. The insurance certificate must be received by the library at least five (5) days before the event or the event will not be allowed to take place.

#### Music & Noise

- A. Dancing, DJ's and/or Bands are allowed. Music amplification and bass levels must be minimal and volume must be uniform because the library is in a residential neighborhood.
- B. The library retains the right to ask the music to be turned down. The rental client and their agents agree to honor this request. If the rental client or their agent does not honor a request to reduce volume, the library retains the right to end music for the duration of the event.
- C. Music must conclude by 10:00 pm, if outdoors, and 11:00 pm, if indoors.

- D. Volume must be within the limits of the Town of Brownsburg noise ordinances.
- E. If music is played inside the library after 10:00 pm, exit/entrance doors must be kept closed when not in use.

**Adopted – 12/12, 01/15, 01/16, 12/17, 12/19, 11/23**