

# FACILITIES POLICY

## Room Use

### General Policies

- A. Meeting rooms at the Brownsburg Public 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. e.g. January – March, February – April, March – May, etc. Reasonable accommodation for the disabled must be provided upon request. (e.g. American Sign Language Interpreters, etc.)
- B. Religious services (the act of public worship following prescribed rules, excludes religious study groups and other similar gatherings), and Fundraisers are not permitted. Use of Brownsburg Public Library meeting rooms by any person or entity shall not be construed as an endorsement by the Brownsburg Public 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." Violation of this requirement will void authorization for the use of the Brownsburg Public Library meeting room facility.
- C. 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.
- D. 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.
- E. 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.
- F. Local fire ordinances dictate room capacity.
  - a. Meeting Room A: 49 people; 50 people with tables
  - b. Meeting Room B: 49 people; 49 people with tables
  - c. Meeting Room A & B combined: 98 people; 98 people with tables
  - d. Meeting Room C: 14 people
  - e. Meeting Room E: 37 people
  - f. Children's School Age: 48 people
  - g. Children's Preschool: 48 people
  - h. Children School Age & Preschool Combined: 48 people
  - i. Russ Webb Memorial Board Room: 12 people

- G. Groups using the room are responsible for setup, take down and cleanup of the room. Arrangements may be made for setup, take down or cleanup of the room for a fee set by the Library Director. 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 Library Director.
- H. All trash must be placed in an appropriate receptacle. Library Staff should be contacted for additional trash containers. Failure to do so may result in loss of meeting room privileges.
- I. There is no baby-sitting service for children in the Library for those attending meetings.
- J. No smoking or alcoholic beverages are permitted. No open flames, such as candles are permitted. Nothing may be hung from the ceiling or attached to the walls with anything other than tape.
- K. 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.
- L. 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.
- M. A copy of the use policy will be available in each room.
- N. Please notify the Library of any meeting cancellation as soon as possible 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.
- O. The Director reserves the right to deny the use of the meeting rooms.

### Meeting Rooms

General room policies apply with the exceptions and/or additions as follows:

- A. The Meeting Rooms are available Monday-Thursday from 9:30am – 7:30 pm; Friday from 9:30am – 5:30pm; Saturday 9:30am – 4:30pm and Sunday from 1:30 pm – 4:30 pm.
- 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 at the Customer Service 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 A, B and C. 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 regular occupation of the person providing security. 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.

- D. Groups must be out promptly at closing time unless a prior arrangement has been made. The 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 or other similar event. Private party reservations are limited to Saturday and Sunday. Parties are limited to Meeting Rooms A or B. 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.
- F. The Studio, while residing in Meeting Room E, is considered separate reservations. When the Studio is booked, the room is unavailable for use.

#### Children's Program Room

General room policies apply with the exceptions and/or additions as follows:

- A. The Children's Program room is available Monday-Thursday from 5:00 pm - 7:30 pm; Friday from 9:30 am – 5:30 pm; Saturday from 9:30 am – 4:30 pm and Sunday from 1:30 pm – 4:30 pm for youth groups meeting with children age 13 and under in attendance.
- 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 room must end their meeting 30 minutes prior to the Library Closing.
- D. Groups using the Children's Program room 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**