



203 Indiana Ave • English, IN 47118 • 812.338.2606

### Meeting Room Policy

#### Purpose:

The Crawford County Public Library maintains two meeting rooms that are intended to support the library's mission by facilitating the exchange of information and ideas. The primary purpose of the meeting rooms is for library activities, including programs presented by Library staff, the Friends of the Library or any other organization affiliated with the library. When the meeting rooms are not being used for a library activity, the space will be available to the public for governmental, non-profit, civic, cultural or educational programs or meetings. Access will be provided on equal terms, regardless of the beliefs or affiliations of individual groups requesting use. The library does not advocate or endorse the viewpoints of any group or individual.

All organizations and individuals must sign and submit a Meeting Room Agreement Form before meeting rooms can be accessed. Students needing access to meeting space are not required to submit the agreement form.

#### Terms for public use of meeting rooms:

- Reserving a meeting room at the library is on a first-come, first-served basis. Library activities and functions have priority.
- Meeting room use is free of charge.
- Private parties, showers etc. are not permitted use of the meeting rooms.
- The library assumes no responsibility for hats, coats or other personal belongings of those attending meetings.
- The individual or organization reserving the room assumes full responsibility for any damages incurred during of use of the facility.
- Organizations using the rooms must be non-commercial and non-profit – no admission fees, sales of products or services or other direct fundraising activities are permitted
- All meetings and activities must be completed fifteen minutes before the library closes.
- Food and drink is allowed at the discretion of the library Director. Alcoholic beverages are not permitted.
- All activities conducted in the meeting rooms must be open to anyone that wants to attend. Exceptions will be made for academic endeavors, legal counsel, social services.
- Chairs and tables available in the meeting rooms must be left as they were found after each meeting or activity. The rooms should be left neat and orderly.
- The library reserves the right to reassign meeting room space.
- Electronic equipment located in the meeting rooms is available for patrons to use at their discretion. Assistance is reserved for library equipment only. Patrons are responsible for their own computers or other electronic devices.
- The library retains the right to deny use of the meeting rooms to any user that does not comply with policy terms.

- The meeting room may not be used for partisan political meetings (e.g. political rallies and demonstrations, promotion or endorsement of political candidates). Organizational meetings are allowed.

Approved November 26, 2013 by Library Board of Trustees

Updated July 31, 2018

Updated 9/28/2021