



203 Indiana Ave • English, IN 47118 • 812.338.2606

Meeting Room Agreement Form

The individual completing the Agreement Form agrees to comply with all library policies and the following terms of use of the library's meeting rooms:

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.
- 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
- The individual or organization reserving the room assumes full responsibility for any damages incurred during of use of the facility.
- All meetings and activities must be completed fifteen minutes before the library closes.
- Food and drink are 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 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.

Children

If children under the age of 10 accompany adults to their meetings, **there must be an adult caregiver with the children at all times. Library Staff are not caregivers.**

What does this mean?

- Leaving children to play on their own in the children's room while the meeting room door is open means an adult caregiver is not with the children
- Leaving children to play on their own in the children's room while the meeting room door is closed means an adult caregiver is not with the children
- Allowing children to use restroom facilities on their own while the meeting is being conducted means an adult caregiver is not with the children
- Allowing children to have full access to library property, inside or outside, without an adult with them at all times, while the meeting is being conducted means an adult caregiver is not with the children
- Siblings or other members of the family that are not yet 18 do not count as a caregiver

If a child is found to be unsupervised and without adult care, the Library Director or staff maintains the right to end the meeting and ask attendees to leave the library.

Problems

The Library Director, or staff appointed by the Director, reserves the right to terminate any meeting that is disruptive or does not comply with the library's terms of meeting room use. Only one warning will be given before privileges are suspended.

Printed Name: _____

Signature: _____

Date: _____

Library Staff: _____

Approved 9/28/2021