

## **Anderson Public Library Meeting Room Policy, Procedures and Services**

### **Meeting Room Reservations**

Anderson Public Library provides meeting room space for public use. Meeting rooms are available for use during normal library business hours. Rooms must be requested at least one full business day in advance and reservations may be made up to one year in advance.

Requests for reservations at either Main Library or Lapel Branch should be made online by visiting the library's website. Room reservations at Main Library may also be made by calling Information Services at 765-641-2456 during regular library hours. Lapel branch meeting rooms may be reserved by phone at 765-313-4089 during regular branch hours.

Cancellations must be done online on the library's website or by calling 765-641-2456 during regular library hours. Lapel Branch reservations must be cancelled by calling 765-313-4089. Recurring "no shows" may result in restrictions of future meeting room use.

The library reserves the right to assign meeting rooms based on the best use of library facilities and to restrict the frequency of use. Library events take precedence over other scheduled events or meetings. The library reserves the right to change, cancel, or revoke reservations. If there are changes or cancellations, staff will provide the affected group as much advance notice as possible. Anderson Public Library does not endorse or promote any meeting room group, nor its policies or beliefs.

### **Meeting Room Use and Fees**

All events must be free of charge. No money may be exchanged prior to or during an event. Tickets may not be sold nor donations or freewill offerings taken. Endorsement or sale of a service or product is not allowed, except those that support the library. The number of attendees should correspond to the size of the room.

Meeting rooms may not be used for private tutoring or individual study. Study rooms and tables are provided throughout the library for this use.

Rooms must be cleaned and returned to the original setup and the meeting room key returned to the Circulation Desk by the end of the reservation time or a \$50 fee may be charged.

Meeting room use must not disrupt other library customers.

Customers must read and agree to the Meeting Room Policy.

**Groups within the library district** may use the meeting rooms at no charge.

**Groups outside the library district** may use the meeting rooms at no charge as long as the purpose of the meeting in some way benefits residents of Madison County. Groups outside the library district that do not meet the criteria may use the meeting rooms for a fee.

Fees must be paid in advance and may be made online. Payments may also be sent by mail or made in person at the Main Library or the Lapel Branch. Checks should be made payable to "Anderson Public Library".

**Meeting Room Fees:**

Small meeting rooms:	\$50 for a meeting up to 4 hours \$100 for a meeting more than 4 hours
Chief Anderson room:	\$100 for a meeting up to 4 hours \$200 for a meeting more than 4 hours
Damage/Disorder:	\$50

**General Information**

Meeting rooms are locked when not in use. Customers must obtain a key for their assigned meeting room at the Circulation Desk.

The library is not responsible for personal items brought into the meeting rooms and personal items may not be left in meeting rooms between reservations.

Publicity prepared by an organization concerning meetings (news releases, brochures, flyers, etc.) must carry the name and phone number of the sponsoring organization. The library cannot be identified as a sponsor, nor may the library's telephone number be used as a contact number for the organization.

Stand-alone signage is permissible in the meeting room hallways, but signage may not be affixed to library property or interfere with walkways. The appropriateness of signage is at the discretion of the library.

Meeting rooms must be reserved by someone 18 years old or older.

A parent or responsible caregiver age 14 or older must accompany children under the age of eight at all times. Adults attending meetings may not leave children under age eight unsupervised anywhere in the library.

Glitter is not allowed in meeting rooms.

**Refreshments and Kitchenette**

The kitchenette is only available at Main Library and is available upon request on a first come, first served basis.

Refreshments and non-alcoholic beverages may be served in the meeting rooms. Alcohol and beverages containing red, purple, or orange dyes are prohibited. (i.e. grape juice, fruit punch, etc.)

Drinks and food are allowed in the meeting room areas and kitchenette only.

Food and refreshments, including those that are catered, should be limited to finger foods or box lunches. Steam tables, electrical appliances, and open flames are not allowed.

Groups must provide their own paper products, utensils, and condiments.

The kitchenette must be cleaned and left in the original condition or the group may be subject to the \$50 Damage/Disorder fee. Leftover food and beverages should be disposed of properly; no food or drink should remain in the refrigerator.

Kitchenette contains: Coffee makers (12, 45, and 100 cup models), teacart, refrigerator, microwave, and sink.

### **Meeting Rooms Available for Reservation at Main Library**

**Carnegie Room:** Boardroom set-up for 16 with one side table.

Equipment: dry-erase board, easel, and free WiFi. (Maximum occupancy: 16)

**Redbud Room:** Boardroom set-up for 16 with one side table.

Equipment: dry-erase board, easel, and free WiFi. (Maximum occupancy: 16)

**Riley Room:** Boardroom set-up for 10 with one side table/desk and 8 extra chairs.

Equipment: Dry-erase board, easel, and free WiFi. Kitchenette is not available for this room. The Riley Room is only available Monday-Saturday 10:00-5pm. (Maximum occupancy: 18)

### **Chief Anderson Room:**

**East side:** Classroom set-up for 36 with one registration table, one front table, two side tables, and a podium.

Equipment: Projector, computer hook-up, DVD/VCR, microphone, dry-erase board, cart, free WiFi, and additional chairs and tables in storage area. (Maximum occupancy: 120)

**West side:** U-shape set-up for 27 people with one registration table, one front table, two side tables, and a podium.

Equipment: Projector, computer hook-up, DVD/VCR, microphone, dry-erase board, cart, free WiFi, and additional chairs and tables in the storage area. (Maximum occupancy: 130)

Total Maximum occupancy: 250

### **Meeting Rooms Available for Reservation at Lapel Branch**

**First Floor:** Boardroom set-up for 16 with one side table.

Equipment: TV, DVD/VCR, video screen, dry-erase board, and free WiFi. Additional chairs and tables available. (Maximum occupancy: 44)

**Second Floor:** Theater set-up for 40 with two side tables and one back table.

Equipment: DVD, projector, video screen, and free WiFi. Additional chairs and tables available. (Maximum occupancy: 75)

Approved by the Board of Trustees 1/14 and revised 1/20/16, and 1/18/17. Reviewed 01/16/2019