



Meeting Room Policy

The Danville-Center Township Public Library meeting rooms may be used for civic, cultural, or educational meetings, whenever such meetings do not interfere with normal library activities. Granting the use of its facilities does not imply approval by the Library of the group, the meeting, or the ideas presented at the meeting.

The group using the room must assume responsibility for any property damage which may occur because of their occupancy. All requests for use of the room shall be made by applying to the Library Director. All requests must be signed by an adult with a valid library card.

Use of library meeting rooms by any group signifies acceptance of the statements contained in this policy.

1) General Guidelines

- a) Meeting rooms are for not-for-profit uses only. Activities of a purely social nature (birthday parties, bridal and baby shower, etc.) are not allowed. A fifty-dollar (\$50) refundable damage deposit is required for use of the Program Room.
- b) The meeting rooms may be contracted by post-secondary institutions for the purpose of offering formal courses to students. Such arrangements will be negotiated by the Library Director with Library Board approval.
- c) No group may use the Library's address or telephone number as its headquarters in any advertisement, with exception of the Friends of the Danville-Center Township Public Library.
- d) Use of the Library's meeting rooms does not constitute the Library's endorsement of viewpoints expressed by participants in any program. Advertisement or announcements implying such endorsement are not permitted.
- e) Solicitation, political campaigning, admissions or other charges, money-raising activities, and/or sales are not allowed nor are users of any meeting space permitted to solicit anyone on library property to participate in their events.
- f) The Library reserves the right to cancel any scheduled meeting or to refuse any application

that would interfere with normal library use and function. Every effort will be made to give reasonable notice in the event of a cancellation.

- g) Meetings will be cancelled if the Library is closed for weather or other emergencies.
- h) Meetings may not be scheduled to begin less than fifteen minutes after the Library opens, and all meetings must conclude no later than fifteen minutes before the Library closes. A staff member and the responsible party will inspect the meeting room before and after each use.
- i) The Library does not provide audio-visual equipment or kitchen access for users of the meeting room(s) without prior approval.
- j) Use of alcohol, tobacco, and any illegal substance is not allowed on library property.
- k) Announcements or notices shall not be posted anywhere on library property without prior approval from the Library Director.
- l) The Library shall not be responsible for children whose parents are attending events in the meetings rooms. Please refer to the Unattended Child Policy of the Library for further information.

2) Reservations

- a) Meeting rooms may only be reserved by adults, 18 years of age or older, who hold a valid library card in good standing. Said individual must be in attendance at the meeting, and will be responsible for the actions therein.
- b) A written request must be submitted to the Library Director (email and fax are acceptable) to be official, and requests will be considered on a first come, first served basis. Written request must contain the following information:
 - i) Name and purpose of organization, and the purpose for which the meeting room will be used.
 - ii) Name, address, telephone number and library bar code number of the responsible agent for the group.
 - iii) Number of persons expected to attend.
- c) Requests for meeting rooms (other than the Quiet Study rooms) must be submitted, and the deposit(s) paid, at least 24 hours in advance of the meeting.
- d) No reservations will be accepted more than six (6) months in advance.
- e) Notice of cancellation will be made at least 24 hours in advance of the scheduled meeting. Failure to comply may result in cancellation of future reservations and loss of deposit.
- f) Groups cannot transfer or assign their reservations to other groups or use the rooms for

purposes other than those stated in the written request.

3) Care and Use of Facilities

- a) Meeting room setup and cleaning are the responsibility of the user organization.
- b) Nothing may be taped or tacked to walls or moldings.
- c) Meeting rooms are to be left as they are found, including placement of furniture.
- d) Displays, equipment and other personal objects must be removed at the close of the meeting.
- e) The library assumes no responsibility for any personal furniture, equipment or materials on display or in use during the meeting, nor will the library serve as intermediary for delivery of such items.
- f) Meeting room exits shall not be blocked.
- g) Attendance at meetings will be limited to the capacity of the room as listed ~~later~~ in this policy.
- h) Any refreshments served must have prior approval, and all tables used for serving food or beverage must be covered.
- i) The group using the meeting room is responsible for cleaning up any trash at the conclusion of the meeting.
- j) The responsible agent and the group will be held responsible for any and all damages to the reserved meeting room.
- k) Permission to use library meeting rooms will be withheld from groups who do not comply with the Meeting Room Policy, who cause a disturbance, or who damage the room or equipment.
- l) Groups using the meeting rooms agree to indemnify and hold harmless the Danville-Center Township Public Library, its agents and representatives, from any and all suits, actions, claims or demands of any character or nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the library facility, its meeting rooms, furnishings, or equipment.
- m) Any cleaning or damage charges will be deducted from deposit monies.
- n) Meeting room capacities and deposit amounts:

Quiet Study Rooms	4 people
Conference Rooms	10 people
Program Rooms A and B	20 people
Full Program Room	50 people