

## **Meeting Room Reservation and Use Policy**

Proposed: June 8, 2017

Accepted: June 8, 2017

The New Carlisle Public Library allows the use of its community rooms by outside individuals and organizations when it is not being used for library-related activities. This use must not disrupt the operation of the library and the appropriate paperwork (attached) must be completed 24 hours prior to the use of the room. Use is granted on a first-come, first-served basis, providing the following criteria are met:

- Programs that are open to the public must be open to all individuals, and preference will be given to organizations or meetings that are consistent with the educational, cultural, and recreational needs of library patrons. Fund-raising, solicitations of donations, or meetings that promote, advertise, or lead to the sale of products or services are prohibited.
- The use of the meeting room will be free, but donations are accepted to assist in the cost of maintaining the facilities. If the group or individual use of the community room results in the need for repair or additional cleaning, a fee will be charged at the discretion of the Director.
- Library staff will not be responsible for setting up a community room for public use. Items, including furniture, must be returned to their original locations after the meeting is complete.
- The use of the library community room does not imply the library's endorsement of the meeting. Events shall not be publicized in any way to imply library sponsorship without express permission by the Director.

## Application for Use of Community Room

Name/Organization: \_\_\_\_\_

Is this organization non-profit:    Yes    No

Date Requested: \_\_\_\_\_

Time Requested: \_\_\_\_\_ to \_\_\_\_\_

Description of Activity or Meeting:

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Contact Name/Responsible Party: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

By signing this form, I agree to be responsible for any fees that result from my use of the New Carlisle Public Library's meeting room. I have been provided with a copy of the Meeting Room Reservation and Use Policy. I understand that the library does not endorse the views expressed by any group or individual using the meeting room.

Signature of Responsible Party (must be over 18): \_\_\_\_\_