

Community Room/Study Rooms

Non-profit use of the Building:

Rooms are available on first come, first served basis. When a conflict occurs, priorities for the use of the meeting rooms are as follows:

1. Library sponsored or co-sponsored events
2. Not-for-profit organizations/clubs/government
3. For-profit organizations (training or meeting events)

No fee will be charged for the following events: (please note, that for no fee to be charged, the description of the event during the scheduling process must be specific enough to clearly define the event's purpose)

- Library sponsored or co-sponsored events
- Noble County Genealogy Society events
- Training or planning meetings (profit or nonprofit)
- Tutoring
- Service organization, government, or nonprofit meetings
- Youth organization meetings (such as 4-H, sports, etc.)
- Visitations held during open library hours (limited to study rooms)
- Political forums (such as debates, town hall meetings)
- Job fairs and employment information open to the public
- Educational seminars by field experts open to the public
- Community service events (such as miracle tree, day of caring, relay for life)

A fee will still be charged if any groups listed above use the room for any Fundraising events that do not benefit the library.

Reservations may be made in person, via telephone, or online. However the Meeting Areas Agreement Form must be completed prior to the reservation being finalized. Any library equipment needed should be reserved when reserving the room. All other general Meeting Area Rules and Policies must be followed.

Non-profit groups may use the Community Room while the library is open and after-hours Monday – Friday. LPL encourages that meetings be held during open hours whenever possible. Reservations for meetings that will extend beyond open hours must be made at least 2 business days prior to the event. A procedural checklist relating to building security and clean-up may be provided and/or a staff member will walk through securing the building with the responsible party. Regardless, any individual or group holding an event when the library is closed will be held responsible for the security of the building. No event may extend beyond 9 p.m., including clean-up, without prior approval from the Director. It will be considered a violation of policy for groups remaining in the library after closing if prior arrangements have not been made.

Saturdays are reserved for groups that wish to put a deposit down.

Disclaimer: The fact that a group or individual is permitted to meet in the Ligonier Public Library does not in any way constitute an endorsement, recommendation, approval, or sanction of the organizer's policies, beliefs, statements, viewpoints, or recommendations.