

Ligonier Public Library
Meeting Area Rules and Policies

1. The purpose of the Ligonier Public Library (LPL) meeting areas is to provide space for programs either sponsored by the library or initiated by the public for cultural, educational, informational, recreational or civic purposes. Meeting rooms shall not be used by non-LPL sponsored groups or individuals who are selling items or services to the audience, fundraising, or using the audience to build a client base for any group, individual, or business. The meeting rooms will be available on equal terms to all groups in the county, regardless of the individual beliefs and affiliations of their members. You must be 18 years of age or older to reserve meeting areas. To allow for a variety of organizations to have the opportunity of reserving the rooms, the Director may limit meeting area monopolization.
2. The fact that a group is permitted to meet in an LPL meeting area does not in any way constitute an endorsement of the group's policies or beliefs, and any misrepresentation of this fact will result in the loss of library use privileges for the offending group. Use of the premises may be terminated at any time if the conduct of the group, or any member of the group, is disruptive to library services, abusive or dangerous to the building, library materials, exhibits, furnishings, or individuals in the building. Any group or individual who advertises an event to be held at LPL is required to include the following disclaimer in their advertisements:

***DISCLAIMER:** The fact that a group or individual is permitted to meet in the LPL does not in any way constitute an endorsement, recommendation, approval, or sanction of the organizer's policies, belief, statements, viewpoints, or recommendations.*

3. Rooms are available on first come, first served basis. When a conflict occurs, priorities for use of the meeting room are as follows:
 - i. Library sponsored or co-sponsored events
 - ii. Not-for-profit organizations/clubs/government
 - iii. For profit organizations (training or meeting events)
 - iv. Private events (showers, birthdays, receptions, etc.)
4. Reservation requests 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 (there is no guarantee that equipment will be available).
5. Groups using the meeting areas will be expected to arrange the chairs and tables to suit their own purpose. Following the meeting, the chairs and tables are to be returned to their original arrangement unless otherwise directed by the library staff. Items are not to be removed from or put on the floors, walls, or other parts of the meeting areas without permission. When decorating on walls, please only use masking tape or 3m removable hooks.
6. For safety:
 - a. No grills allowed to be used within the building.
 - b. No bouncy houses are allowed on the premises.
 - c. Patrons should never cover fire detectors.
7. A normal noise level and appropriate conduct will be expected of groups utilizing the meeting rooms. Parents/guardians are responsible for providing supervision for children before, during, and after any functions.

8. All meeting areas have “maximum capacity” limits. Violation of this safety measure may result in loss of future privileges and/or fines imposed by local safety officers. **The Community Room will accommodate 75 people banquet style and 125 people theater style.**
9. 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. An extended hours checklist will be provided and must be completed for meetings that end when the library is closed to ensure the security of the library. **No event may extend beyond 10:00 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.**
10. Each entity that reserves library space assumes full responsibility for compliance with this policy and for any damage incurred resulting from the use of the facilities. **Abuse of the facilities, or violation of this policy will be sufficient cause to deny further use of the meeting areas and may result in a minimum charge of \$50.00.**
11. The library does not assume any responsibility for the security of personal items.
12. **Also, out of courtesy to our neighbors, we ask that you do not park on Park Street behind the library. Thank you!**

Deposits/Fees:

- A \$50.00 cash deposit is required for all events and a receipt will be provided. Deposits will be returned upon request pending any damages or cleaning that is required minus a \$25.00 fee for use of the room to the library. **Deposits must be claimed within 2 weeks following the event or the full deposit will be treated as a donation.** Cancellations are accepted with full return of deposit up to 72 hours before event or moved to a different date if open within six months time. Events cancelled with 72 hours of the event will have \$25.00 fee subtracted from the deposit as a donation to the library.
- Policy violations/damages = \$50.00 minimum up to cost of damages and “not in good standing” status which may prevent future meeting room usage.
- **Key can be picked up day of the event. For Saturday events, no later than 12:30.**

Food and Drink Rules:

1. **No smoking is allowed in the building.**
2. **Alcoholic beverages are prohibited on all LPL property.** If alcohol is discovered during an event, the event will be immediately terminated and all persons associated with the event asked to leave. All persons or organizations responsible for an event where alcohol is or was found to be present will have meeting area privileges permanently revoked at the facility.
3. The meeting room’s kitchen area and its appliance can be utilized but must be cleaned thoroughly after use. The groups must bring their own supplies (food, tableware, cleaning supplies).
4. Food that is to be catered for an event must be from a caterer within Noble County. Groups may bring in their own food “pot luck” style.
5. All spills or accidents (including vomit) must be immediately cleaned up in accordance with **directives** posted next to the sink area and the incident must be reported on the “After Meeting Form”.
6. Please clean and mop floors if needed. Leave the room as you find it.
7. Please look outside for trash from your guests and pick up.
8. Keys should be left in the designated drawer located by the oven after the event.