

## St. Joseph County Public Library Meeting Room Guidelines

By reserving a meeting room, groups and individuals agree to the St. Joseph County Public Library's [Meeting Room Policy](#) and to these Meeting Room Reservation Guidelines. Requests must be made by library cardholders who are 18 years of age or older and are in good standing with the Library. Groups and individuals should follow current library health and safety guidelines, including those relating to pandemic regulations. All meeting rooms are ADA compliant. For accommodations or inquiries about accessibility, please contact the Venues & Events Coordinator at 574-280-2760 or [d.zigler@sjcpl.org](mailto:d.zigler@sjcpl.org).

Requests for the use of meeting rooms will not be denied due to the content of the meeting. Library spaces may not be used for political fundraising or regular religious services (e.g. weekly services). Topical political discussions as well as ceremonies (e.g. weddings), celebrations and text studies are welcome.

These guidelines apply to general meeting room usage. Refer to the [Special Event guidelines](#) for events that include catering and/or are held after hours.

### RESERVATIONS AND CONFIRMATION

Meeting room reservations must be made a minimum of seven (7) days in advance of the date the room will be used. Requests for reservations may be made a maximum of 180 days in advance. If applicable, room rental payment is required to confirm the reservation and must be paid five (5) days prior to the event. Failure to pay the room rental fee as described above will result in cancellation of the reservation request.

Use of meeting rooms at no cost by any group is limited to eight (8) hours per month system-wide. Groups who wish to use meeting rooms in excess of eight hours per month will be subject to the room rental fee established. Set-up and tear-down time is included in the eight (8) hours per month limit.

Meeting rooms are available during open library hours. Select meeting rooms at branches can be used until 9 p.m. Groups using meeting rooms at the Community Learning Center must conclude their meeting at closing time. Groups may extend their meeting time past closing at the Community Learning Center by paying a \$50 per hour fee until 10 p.m.

Select study rooms may be reserved one (1) day in advance. These rooms may be used in two hour increments for up to four hours a day. If not reserved, study rooms can be used on a first

come, first served basis. For study rooms at the Main Library (304 S. Main Street, South Bend), inquire at the service desk on the first or second floor.

Audio-visual equipment requests are subject to availability and should be made at the time of room request.

## **CANCELLATION**

Reservations that do not require a fee must be canceled at least 48 hours prior to the time of meeting room use. An individual, group or organization may lose meeting room privileges after three cancellations or no shows in a year.

For rentals, cancellations must be made at least 5 days prior to the day of meeting room use. If the individual, group or organization cancels more than 48 hours in advance, 50% of all fees are refunded. The individual, group or organization forfeits all fees if the cancellation is made less than 48 hours in advance.

Cancellations can be made via [sjcpl.org](http://sjcpl.org) or by phone at the location where the reservation was made:

Main Library	574-282-4646	Lakeville Branch	574-784-3446
Centre Township Branch	574-251-3700	North Liberty Branch	574-656-3664
Roger B. Francis Branch	574-282-4641	River Park Branch	574-282-4635
German Township Branch	574-271-5144	Virginia M. Tutt Branch	574-282-4637
LaSalle Branch	574-282-4633	Western Branch	574-282-4639

The Library reserves the right to cancel or change meeting room reservations if circumstances so demand. If the Library must close due to emergency situations or inclement weather, all meetings scheduled during the closure will be cancelled. All fees will be refunded if the Library cancels the reservation.

## **MEETING ROOM USE GUIDELINES**

Refreshments are allowed at all locations. The Library does not provide office or catering/kitchen services, equipment or supplies. Users who plan to serve catered food must

obtain approval from the Venues & Events Coordinator. Contact the Venues & Events Coordinator, Denise Zigler, at [d.zigler@sjcpl.org](mailto:d.zigler@sjcpl.org) or 574-235-4494.

No open flames (birthday candles, chafing dish burners, etc.) are permitted in any rooms, except by catering services. Glitter and confetti are not permitted. Blue painter's tape must be used when adhering decorations to walls or other permitted surfaces.

A minimum \$50 cleaning fee will be assessed when additional cleaning is necessary to return the room to its original condition. The fee may increase depending on the amount of cleaning necessary.

### **PUBLICITY GUIDELINES**

Any publicity promoting a meeting or event in Library space (i.e., brochures, flyers, radio and TV announcements), must carry the name of the organization sponsoring the meeting. The Library may not be identified as a sponsor. In publicity for events held at Main Library, the Library name should read "The St. Joseph County Public Library" 305 S. Michigan St., South Bend, Indiana. In publicity for events held at a branch library, the Library name should read "The St. Joseph County Public Library" followed by the branch name and address. Library telephone numbers may not be included in publicity. Any posted signs or fliers are subject to final approval by the Library's Communications department.

**The Library fee structure for meeting rooms is as follows:**

<b>Main Library</b>	<b>Not-for-Profit and Community Clubs*</b>	<b>For Profit Organizations, Individual Social Events*, &amp; Non-Profits that charge for event</b>
Ballroom (entire space)	\$125	\$250
Ballroom A	\$100	\$150
Ballroom B	\$25	\$100
Leighton Auditorium**	\$125	\$250
Classroom A	Free	\$25
Classroom B	Free	\$50
Classroom C	Free	\$25

Classroom D	Free	\$50
Classroom E	Free	\$25
Classroom F	Free	\$75
Beutter-Kernan Hall	\$125	\$250
Richard Pfeil Family Courtyard	\$125	\$250
Auditorium Lobby	\$75	\$125

<b>Branches</b>	<b>Not-for-Profit and Community Clubs*</b>	<b>For Profit Organizations, Individual Social Events*, &amp; Non-Profits that charge for event</b>
Centre - Alligator	Free	\$50
Centre - Butterfly	Free	\$25
Francis - Pasture	Free	\$50
Francis - Silo	Free	\$25
German Twp - Black Forest	Free	\$50
German Twp - Shire	Free	\$25
German Twp - Outdoor	N/A	\$75
LaSalle	Free	\$25
River Park	Free	\$25
Tutt	Free	\$25
Western	Free	\$25
Lakeville	Free	\$15
North Liberty	Free	\$15

\*Community Groups/Clubs are defined as a group of 25 or fewer. For groups larger than 25 members, For-Profit/Individual Social Event pricing applies.

\*\*The auditorium lobby is included when the auditorium is booked.

For events over 50 people, occurring after regular business hours or serving alcohol, please see the pricing found on the [Special Event guidelines](#).