

**St. Joseph County Public Library  
Meeting Room Reservation Guidelines**

By reserving a meeting room, groups and individuals using Library meeting rooms agree to the Meeting Room Policy and to the Meeting Room Reservation Guidelines. Requests must be made by individuals who are 18 years of age or older and are not currently banned from using the library for violating the Code of Conduct.

Applications for the use of meeting rooms will not be denied due to the content of the meeting. However, library spaces are not to be used for political fundraising or regular religious services. Topical political discussions as well as religious ceremonies, celebrations and religious text studies are welcome.

**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 90 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.

In the interest of providing service to as many groups as possible, use of meeting rooms by any group is limited to eight (8) hours per month system-wide. Groups wishing to use meeting rooms in excess of eight hours per month will be subject to the room rental fee established.

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

**Cancellation**

Cancellations must be made 48 hours prior to the time of meeting room use. In the event of a cancellation, a refund will be issued minus a \$5.00 processing fee.

Should you need to cancel your reservation, kindly do so via [sjcpl.org](http://sjcpl.org) or telephone library staff at the location where you've reserved space:

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

### **Meeting Room Use Guidelines**

Tutoring rooms are available only at Main Library (304 S. Main Street, South Bend). Please inquire at the service desks on the first floor and the third floor Youth Services area. Branch libraries are not equipped with tutoring rooms.

The Library does not provide office or kitchen services, equipment or supplies. Food preparation is not permitted on Library property. Pre-prepared light refreshments are permitted, however, hot foods and any beverages containing red dye are not permitted.

Signs and/or decorations may be added to meeting room walls, but not to overhead areas. Please use blue painter's tape, or its equivalent. No open flames (birthday candles, chafing dish burners, etc.) are permitted in any rooms. Glitter is not permitted.

### **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 any publicity, the Library name should read "The St. Joseph County Public Library" (branch name and address, if applicable), 304 S. Main St., South Bend, IN. 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 SJCPPL fee structure is as follows:**

#### **MAIN LIBRARY**

##### **Not-for-Profit Organizations**

##### **Fee Per Meeting**

Colfax Auditorium	Free
Dickinson Room	Free
Pokagon Room	Free
Molloy Room	Free
Humphreys Multi Media Room	Free
Rockne Training Room	Free

**Not-for-Profit Groups who charge admission**

**Fee Per Meeting**

Colfax Auditorium	\$50.00
Dickinson Room	\$25.00
Pokagon Room	\$10.00
Molloy Room	\$10.00
Humphreys Multi Media Room	\$75.00
Rockne Training Room	\$35.00

**For Profit Organizations & Individual Social Events**

**Fee Per Meeting**

Colfax Auditorium	\$75.00
Dickinson Room	\$35.00
Pokagon Room	\$15.00
Molloy Room	\$15.00
Humphreys Multi Media Room	\$100.00
Rockne Training Room	\$50.00

**BRANCH MEETING ROOMS**

**Not-for-Profit Groups**

**Fee Per Meeting**

Centre - Alligator	Free
Centre - Butterfly	Free
Francis - Pasture	Free
Francis - Silo	Free
German Twp. - Black Forest	Free
German Twp. - Shire LaSalle	Free
River Park	Free
Tutt	Free
Western	Free
Lakeville	Free
North Liberty	Free

**Not-for-Profit Groups who charge admission**

**Fee Per Meeting**

Centre - Alligator	\$40.00
Centre - Butterfly	\$10.00
Francis - Pasture	\$40.00
Francis - Silo	\$10.00
German Twp. - Black Forest	\$40.00
German Twp. - Shire	\$10.00
LaSalle	\$25.00
River Park	\$25.00
Tutt	\$25.00
Western	\$25.00
Lakeville	\$10.00
North Liberty	\$10.00

**For Profit Organizations & Individual Social Events\***

**Fee Per Meeting**

*\*sales tax will be added*

Centre - Alligator	\$50.00
Centre - Butterfly	\$15.00
Francis - Pasture	\$50.00
Francis - Silo	\$15.00
German Twp. - Black Forest	\$50.00
German Twp. - Shire	\$15.00
LaSalle	\$35.00
River Park	\$35.00
Tutt	\$35.00
Western	\$35.00
Lakeville	\$15.00
North Liberty	\$15.00