

1.7 Meeting Rooms

The Library welcomes the use of its public spaces for community activities where members can gather, meet and discuss in a safe and inviting environment.

Meeting rooms are available at all library locations.

The Library makes its premises available on equal terms to all persons, regardless of their race, sex, color, age, beliefs or affiliations. Library permission for a group to use a meeting room space does not constitute an endorsement of the group.

1.7.1 Availability/Priorities

Use of meeting rooms is normally limited to groups within the Library's service area. The Library defines a group as four (4) or more individuals.

Groups may use Main Library meeting rooms on regular open days during regular open hours and must adjourn by the time the Library closes. All branch locations have a meeting room which may continue to be used after closing. Branch meeting rooms may be used on closed days and times for an additional service fee. (See Fee Structure in Guidelines.)

Library sponsored and co-sponsored programs and activities take priority over all other meeting room reservations.

Meeting rooms may be reserved by:

- Non-profit groups and government agencies
- For profit organizations or individual social events; private parties, receptions, etc. See 1.7.6. for special events policy.

The Library may require proof of non-profit status. The Library Board has the final authority to decide which groups may meet on Library property and for what purpose Library property may be used.

1.7.2 Responsibility

Adults over the age of 18 are able to book meeting rooms. If the adult booking the room is unable to be present, there must be someone over the age of 18 present at the meeting to act as a representative. The group must abide by occupancy limits, Library policy and all local, state and federal laws.

The group representative accepts full responsibility for any infraction of Library regulations and any damage to Library property incurred during or in connection with the meeting.

Groups must use the room for the purpose stated. Library staff reserve the right to attend any meeting or function to verify the room is being used for its stated purpose.

It is the responsibility of the group to operate requested audio visual equipment. Operational assistance during the meeting is available for an additional fee. (See Appendix E Meeting Room Fee Structure.)

Clean up is the responsibility of the group, including alerting library staff when a vacuum or additional cleaning items are necessary.

Responsibility also includes closing procedure at branch libraries if the meeting continues after closing. All doors at Library branches must be secured.

Publicity is the responsibility of the group using the meeting room. Publicity materials may not claim or imply library sponsorship.

1.7.3 Damages and Indemnification

Damages

Organizations and/or individuals using meeting rooms shall be liable for all damages, expense and loss, including theft and property loss, caused by any person who attends, participates in, or provides goods and services connected with the organization's or individual's use of the facility and all tangible property. Replacement value may be used by the Library to determine the charge for damages.

Indemnification

Organizations and/or individuals using meeting rooms shall indemnify and hold harmless the St. Joseph County Public Library and its officers, directors, agents and employees from and against all losses, damages, claims, costs and expenses arising from injury or death of any person(s), or damage to property resulting from any act or omission of such users or their employees, agents, representatives, guests, invitees, or the general public to the extent that such losses, damages, claims, costs and expenses arise in connection with or relate to the organization's or individual's use of the facility.

1.7.4 Occupancy Limits

By order of the Fire Marshall, occupancy is limited as follows:

Main Library:

- Colfax Auditorium - 176, 152 fixed seats
- Dickinson Room - 40
- Humphreys Room - 340 standing attendees, 275 seated
90 - 210 seated at tables and chairs
- Molloy Room - 22, 14 seated
- Pokagon Room - 21, 14 seated

Branches:

- Francis Branch - 65 Large Room, 14 Small Room
- Centre Twp. - 65 Large Room, 15 Small Room
- German Twp. - 50 Large Room, 12 Small Room
- River Park, Western, LaSalle, Tutt - 45
- North Liberty, Lakeville - 30

Requests for tables and chairs in certain arrangements may reduce the number of occupants permitted.

1.7.5 Miscellaneous

Groups are responsible for loading and unloading their own program materials. The Library is unable to guarantee parking for meeting attendees.

Groups must adhere to the SJCPD Code of Conduct which does not permit the following on Library property: weapons, except as permitted by law, live ammunition, gambling, begging or soliciting, illegal substances, alcoholic beverages and smoking cigarettes, cigars, pipes or other use of tobacco products.

1.7.6 Special Events

The Library defines a special event as any function outside the scope of regular meeting room usage, which may include additional library staff, equipment, and security.

Events may or may not be open to the public and may occur during or outside of regular library operating hours.

Events for purely social purposes which include but are not limited to parties or receptions, (e.g. weddings, birthday parties, anniversary parties, or other celebrations) are permitted. Groups or individuals reserving the meeting room will be charged based

on the Library's fee structure for use. An additional fee, to be determined by the Library, may be added if Library staff or other resources are required for the event.

Special Event reservations are made through the Special Events Coordinator.