

3.0 Reservable Space Policies

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

3.1 Definition of Reservable Spaces

Reservable spaces are rooms or enclosed areas available for public reservation, including:

- Branch meeting rooms
- Classrooms and event spaces at the Community Learning Center (CLC)
- Study rooms at Main Library and select branches
- Recording rooms in Studio 304 at Main Library

3.2 Eligibility

Age Requirements

Individuals aged 18 and over may reserve branch meeting rooms and CLC spaces. The person named in the reservation must be present.

Individuals 13 and older may reserve study rooms and Studio 304 recording rooms. Individuals aged 18 and older who reserve a study room in Youth Services must be accompanied by a youth.

Library Card Requirements

An SJ CPL library card is not required to reserve a branch meeting rooms, study rooms, and CLC spaces.

To reserve a Studio 304 recording room, the user must have an SJ CPL library card that is not expired, has no blocks or suspensions, and carries no borrowing restrictions.

Eligible Groups and Users

Branch meeting rooms and CLC spaces may be reserved by:

- Nonprofit organizations
- Community clubs or groups
- Government agencies
- Businesses
- Individuals for private events (e.g., parties, receptions)

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.

3.3 Permitted & Prohibited Uses

Permitted Uses

The Library does not discriminate in any form. Requests to use reservable spaces will not be denied due to content, except for those under “Prohibited Uses.” Approval to use a reservable space does not imply SJCPD endorsement of the user, their policies or beliefs.

Prohibited Uses

Reservable spaces may not be used for political fundraising/campaigning or regular religious services (e.g. weekly services). Topical political discussions as well as ceremonies (e.g. weddings), celebrations and text studies are permitted.

Gambling, gaming, casinos or wagering of any kind is not permitted, except when conducted by a qualified nonprofit organization registered with and licensed by the Indiana Department of Revenue and the Indiana Gaming Commission.

3.4 User Responsibilities

The organization, business, or individual named on the reservation is responsible for the reserved space and for any damages, expenses, or losses, including theft and property loss, caused by any person who attends, participates in, or provides goods and services in connection with the use of the facility. All users of a reserved space must comply with this policy and applicable guidelines, room occupancy limits (Appendix K), the Library’s Code of Conduct, and all local, state, and federal laws.

3.5 Fees & Charges

Rental Fees

Study rooms and Studio 304 recording rooms have no rental fee. All other spaces have rental fees as outlined in Appendix J.

Nonprofit organizations, community clubs/groups, and government agencies may use branch meeting rooms and CLC classrooms free of charge for up to 10 hours per month, system-wide. Use beyond this limit, or any event involving fundraising of any kind, will incur a rental fee.

Additional Fees

Reservable spaces must be returned to their original condition at the end of the reservation. A minimum \$50 fee may be charged for any required cleaning or furniture rearrangement. If these services exceed one hour, additional time will be billed at \$50 per hour. Damages to the room or its contents will be charged at the cost of repair or replacement.

3.6 Booking & Scheduling

Availability

Reservable spaces may be used by the public during Library open hours for a maximum of 8 hours per day, subject to location-specific availability. Use of CLC spaces and branch meeting rooms outside of open hours may be permitted upon request at the Library's discretion. Usage outside of open hours is limited to up to one hour before opening and up to one hour after closing for CLC spaces, and up to one hour before opening and until 10:00 p.m. after closing for branch meeting rooms. Study rooms and Studio 304 recording rooms may not be used before or after Library open hours.

Advanced Reservations

Branch meeting rooms and CLC spaces require reservations in advance of the usage date. Reservations may be made a minimum of 2 days and a maximum of 180 days in advance of the date the room will be used. Study rooms and Studio 304 recording rooms may be reserved a maximum of 7 days in advance or used on a first come, first serve basis.

Same-Day Requests

An authorized staff member may approve in-person, same-day requests for use of branch meeting rooms or CLC spaces, subject to availability and the needs of the location. The authorized staff member will set the hourly limit, up to a maximum of 4 hours per day. No rental fee will apply.

3.7 Cancellations and No-Shows

User cancellations or failure to appear for a scheduled reservation will be recorded. Three (3) recorded occurrences within a 12-month period may result in loss of reservation privileges.

The user forfeits all paid rental fees if the reservation is canceled less than 24 hours in advance of scheduled usage. The user is refunded 50% of all paid rental fees if the cancellation is more than 24 hours in advance.

The Library reserves the right to cancel or reschedule reservations when operationally necessary, including but not limited to accommodating Library-sponsored programs and events. Cancellations made by the Library for operational purposes will receive a full refund of rental fees. The Library will cancel a reservation if rental fees have not been paid at least 24 hours in advance of scheduled use. If a user does not show up for a study room or recording room reservation within 10 minutes of the reservation start time, the room may be given to another patron.

3.8 Setup and Teardown

For branch meeting rooms and CLC spaces, setup and teardown must occur within the reserved time. For the CLC Ballroom, Beutter-Kernan Hall, and Leighton Auditorium, setup may begin up to 1 hour before the reservation start time.

Branch meeting rooms have a default Boardroom-style table and chair arrangement. Users are responsible for rearranging furniture if a different setup is desired and must return it to the default configuration before departing.

3.9 Food and Beverages

Food and refreshments are allowed in all reservable spaces except Studio 304 recording rooms. The Library does not provide catering/kitchen services, equipment, or supplies.

At the CLC, catered food should be arranged from the list of preferred caterers. Users may provide their own light refreshments, pizza, potluck or packed lunches.

Alcoholic beverages are prohibited in reservable spaces, except during Special Events for which arrangements have been specifically made and approved by SJCPL staff.

3.10 Displays, Decorations, and Signage

No nails, screws, staples or penetrating items should be used on any surfaces. Only painter's tape is allowed on floors and walls. Glitter, confetti, birdseed, silly string, balloons with glitter/confetti filling, et cetera, are not permitted. Exposed flames are not permitted in the Library, except sternos (or the like) used by caterers.

Signs may be posted only at the entrance of branch meeting rooms and CLC spaces. Posting signs in any other area of the Library is prohibited. Signs may be free-standing or affixed to walls with painter's tape.

3.11 Publicity

External individuals or organizations using Library spaces for their events or meetings, may not present the Library as a sponsor unless the Library is explicitly co-hosting or sponsoring the event. The Library logo may only be used if the Library is an official sponsor and with prior written approval from the Library Communications Department.

Event publicity may identify the Library as the location (e.g., “at the St. Joe County Public Library”), but may not use the Library’s name or logo in a way that implies sponsorship, endorsement, or partnership without permission.

3.12 Indemnification

Organizations and/or individuals using reservable spaces 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.

3.13 Special Events

Special Events are permitted only at the Community Learning Center (CLC). A Special Event is defined as any event that:

- Occurs before or after regular business hours;
- Includes the service of alcohol; or
- Utilizes external vendors (e.g., florists, rental companies).

For purposes of this definition, caterers are not considered external vendors.

All policies governing reservable space at the CLC apply to Special Events, subject to the modifications outlined in this section.

Special Event Fees

A rental fee is required to reserve a space for Special Events. The rental fees for businesses and for individuals holding private events are found in Table A of Appendix L. Rental fees for non-profit organizations, community clubs/groups, and government entities are found in Table B of Appendix L.

In addition to the base rental fee, the following charges apply to Special Events:

- A 7% sales tax toward total event price
- A 4% fee for credit card payments
- An hourly fee for use of the facility beyond the standard access period
- An hourly fee for required security services
- An hourly fee for additional cleaning services

The amounts for these additional charges are set forth in Table C of Appendix L.

Special Event Reservations

The standard access period for special events is 9:00 a.m. to 11:00 p.m. on the reserved date. Requests to extend this period must be submitted no later than 14 days prior to the event.

Reservations may be made no fewer than 14 days and no more than 365 days in advance of the event date. To secure a reservation, a signed Rental Agreement Form and a nonrefundable deposit of 50% of the total event price are required. The terms of the rental agreement are non-negotiable. The remaining balance of the rental fee must be paid no later than 14 days prior to the event. Failure to pay the balance by this deadline will result in cancellation of the reservation. If the user cancels fewer than 14 days before the event, all fees are forfeited.

Special Event Setup and Teardown

The Library provides a limited inventory of tables, chairs, audio-visual equipment, and accessories (e.g., coat racks, pipe and drape). Requests for these items must be submitted at the time of reservation. Set-up instructions for tables, chairs, and other requested items must be finalized no later than 14 days prior to the event.

The user is responsible for the setup and removal of all non-Library equipment and items. Unless otherwise pre-arranged with the Library, all property belonging to the user, guests, and vendors must be delivered, installed, and removed within the event's designated access period.

Special Event Vendors

External vendors may be used for equipment, furniture, décor, and entertainment. All additional tables, chairs, and dance floors must be rented through the Library's contracted vendor.

Audio-visual equipment beyond what the Library provides must be supplied by a licensed vendor. The Library reserves the right to determine whether the user is qualified to operate such equipment.

Special Event Food and Beverages

All food and alcohol service must be provided by a caterer from the Library's [approved caterer](#)

[list](#). Cakes and other bakery items may be obtained from a licensed bakery not on the approved list.

If none of the approved caterers are available on the requested date, the user may request pre-approval from the Library to use an outside caterer. Any outside caterer must provide proof of liability insurance, and the user is responsible for ensuring the caterer holds all licenses required by the City of South Bend, St. Joseph County, and the State of Indiana (including catering, liquor, food safety, and liquor handling licenses).

Users and guests are prohibited from bringing personal food or alcoholic beverages into the facility.

The Library does not provide water service, catering equipment, utensils, dishware, or related items. Use of special equipment requires Library approval. The use of propane, butane, gas canisters, or cooking stoves is strictly prohibited in all areas of the Library.

Special Event Filming, Photography, & Entertainment

Professional filming and photography are restricted to the reserved event space and are prohibited in all other areas of the Library without prior approval. The Library reserves the right to photograph events for its own records and promotional use. Attendance at such events constitutes permission for this usage.

Entertainment and music are permitted. During regular Library hours, entertainment and music must not disrupt Library operations or services.

Special Event Security

The Library contracts with a private security firm for special events. For any event at which alcohol is served, the user is required to hire this firm. The Library also reserves the right to require security services for any event, regardless of alcohol service, at its sole discretion. All security expenses are the responsibility of the user. The Library will coordinate security services and invoice the user accordingly.

Special Event Insurance

The user is required to provide a Certificate of Liability Event Insurance and, if applicable, a Certificate of Liquor Liability no later than 14 days prior to the event. Coverage must include a minimum single-limit liability of \$1,000,000 and a general aggregate liability of no less than \$2,000,000. The certificate must name *The St. Joseph County Public Library* as an additional insured in the amount of \$1,000,000.

Any outside vendors or companies engaged by the user must also provide a Certificate of Insurance to the Library no later than 14 days prior to the event.

Appendix J

Table A: Community Learning Center Rental Fees

Main Library	Nonprofits, Community Groups, Government		Businesses, Private Events, & Fundraisers
Ballroom (entire space)	\$200		\$350
Ballroom A	\$150		\$200
Ballroom B	\$100		\$200
Leighton Auditorium*	\$200		\$350
Beutter-Kernan Hall	\$150		\$200
Richard Pfeil Family Courtyard	\$200		\$350
Auditorium Lobby	\$75		\$125
Classroom A	Free	\$25 after 10 hrs/month	\$25
Classroom B	Free	\$60 after 10 hrs/month	\$60
Classroom C	Free	\$30 after 10 hrs/month	\$30
Classroom D	Free	\$60 after 10 hrs/month	\$60
Classroom E	Free	\$30 after 10 hrs/month	\$30
Classroom F	Free	\$30 after 10 hrs/month	\$30

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

Table B: Branch Meeting Room Rental Fees

Branches	Nonprofits, Community Groups, & Government		Businesses, Private Events, & Fundraisers
Centre - Large	Free	\$75 after 10 hrs/month	\$75
Centre - Small	Free	\$25 after 10 hrs/month	\$25
Francis - Pasture	Free	\$75 after 10 hrs/month	\$75
Francis - Silo	Free	\$25 after 10 hrs/month	\$25
German Twp - Black Forest	Free	\$50 after 10 hrs/month	\$50
German Twp - Shire	Free	\$25 after 10 hrs/month	\$25
LaSalle	Free	\$25 after 10 hrs/month	\$25
River Park	Free	\$25 after 10 hrs/month	\$25
Tutt	Free	\$25 after 10 hrs/month	\$25
Western	Free	\$25 after 10 hrs/month	\$25
Lakeville	Free	\$25 after 10 hrs/month	\$25
North Liberty	Free	\$25 after 10 hrs/month	\$25

Table C: Additional Fees

Cleaning	\$50/hour (\$50 minimum)
Owl Video Conferencing Deposit*	\$50

*Required for CLC reservations only.

Appendix K: Occupancy Limits

By order of the Fire Marshal, occupancy is limited as follows. Requests for tables and chairs in certain arrangements may reduce the number of occupants permitted.

Branches	Occupancy Limits
Francis	Large Room - 65 Small Room - 14
Centre Twp.	Large Room - 85 Small Room - 25 Study Room 1 - 4 Study Room 2 - 7 Study Room 3 - 2
German Twp.	Large Room - 50 Small Room - 12
River Park, LaSalle, Tutt	Meeting Room - 45
North Liberty, Lakeville	Meeting Room - 30
Western	Meeting Room - 45 Study Rooms - 4

Main Space	Occupancy Limit
Ballroom A	278
Ballroom B	137

Auditorium	250
Auditorium Lobby	111
Beutter-Kernan Hall	145
Courtyard	506
Classroom A	46
Classroom B & D	116
Classroom C, E, F	49
Study Room L201	8
Study Room L202	12
Study Room L205	4
Study Room L206-208	6
Study Room L221-L224	4
Study Room L226-L227	2

Appendix L

Table A: Special Event Rental Fees for Businesses and Individuals

SPACE	MON - THURS	FRI - SUN	HOLIDAY*
Ballroom	\$750	\$1,500	\$2,000
Ballroom A	\$500	\$850	\$1,500
Ballroom B	\$150	\$350	\$500
Leighton Auditorium	\$350	\$750	\$1,000

Classrooms A-F	\$150	\$250	\$500
Beutter-Kernan Hall	\$350	\$750	\$1,000
Richard Pfeil Family Courtyard	\$500	\$1,000	\$2,000
Auditorium Lobby	\$150	\$250	\$500

*Holidays when the library is closed.

Table B: Special Event Rental Fees for NonProfits, Community Groups, and Government Agencies

SPACE	MON - SUN	HOLIDAY*
Ballroom	\$500	\$2,000
Ballroom A	\$400	\$1,500
Ballroom B	\$100	\$500
Leighton Auditorium	\$350	\$1,000
Classrooms A-F	\$150	\$500
Beutter-Kernan Hall	\$350	\$750
Richard Pfeil Family Courtyard	\$500	\$1,000
Auditorium Lobby	\$150	\$500

*Holidays when the library is closed.

Table C: Additional Fees

Security	\$30/hour
Cleaning	\$50/hour (\$50 minimum)
Additional Setup/Teardown	\$30/hour