

## **St. Joseph County Public Library Reservable Spaces Guidelines**

By reserving a meeting room, groups and individuals agree to the St. Joseph County Public Library's [Reservable Spaces Policy](#) and to these Reservable Spaces Guidelines. These guidelines apply to general space usage. Refer to the [Special Event Guidelines](#) for events that serve alcohol, utilize outside vendors, or are held before/after regular business hours. For use of study rooms, please refer to the Study Room Guidelines.

### **RESERVATIONS AND CONFIRMATION**

Reservations may be made a minimum of 3 days and maximum of 180 days in advance of the date the room will be used. If applicable, room rental payment is required to confirm the reservation and must be paid 3 days prior to the event.

Reservable spaces are available during open library hours. Reservable spaces in the Community Learning Center are available one hour prior to when the library opens. Community Learning Center spaces and select branch meeting rooms can be used until one hour after the library closes. Groups should contact the branch location or the Community Learning Center's Venues & Events office to inquire about staying beyond one hour after close.

### **RENTAL FEES**

Non-profit organizations can use branch meeting rooms and Community Learning Center classrooms free-of-charge. Businesses and individuals must pay a rental fee (see Table A).

Non-profit organizations may use branch meeting rooms and Community Learning Center classrooms without cost for eight (8) hours per month system-wide. Groups using meeting rooms in excess of eight hours per month will be subject to the room rental fee established. Refer to Table A for the detailed fee structure.

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.

### **SET UP AND TEAR DOWN**

For reservations in the branch meeting rooms and Community Learning Center classrooms, set up can begin 30 minutes prior to the start of the reservation. Set up can begin 1 hour prior to the start of the reservation for the Community Learning Center ballroom, Beutter-Kernan Hall, and Leighton Auditorium.

Groups using branch meeting rooms after closing must follow the location's closing procedures. Contact branch location for information.

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

### **CANCELLATION**

If the room rental fee has not been paid, it will result in cancellation of the reservation request. Reservations must be canceled at least 48 hours prior to the usage date. An individual, group or organization may lose meeting room privileges after 3 cancellations or no shows in a year.

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 through the library's reservation software or by contacting the location where the reservation was made. Contact information can be found at <https://sjcpl.org/locations/>.

### **FOOD**

Food and refreshments are allowed at all locations. The Library does not provide catering/kitchen services, equipment or supplies.

At the Community Learning Center, catered food must be arranged from the list of [approved caterers](#). Groups or individuals may provide their own light refreshments, pizza, potluck, or packed lunches.

### **PARKING**

The Main Library is unable to guarantee parking for meeting attendees. The Library has 70 spaces available after hours. Several parking garages are located near the Library as well as street parking.

### **DISPLAYS AND DECORATIONS**

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, and the like are not permitted. Exposed flames are not permitted in the Library, except those used by caterers. Any damages will be charged after the event.

**PUBLICITY**

The Library may not be identified as a sponsor in publicity promoting a meeting or event in Library spaces. The addresses for library locations can be found at <https://sjcpl.org/locations/>.

**Table A**

<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)	\$150	\$300
Ballroom A	\$125	\$170
Ballroom B	\$75	\$150
Leighton Auditorium*	\$125	\$250
Classroom A	Free	\$25
Classroom B	Free	\$60
Classroom C	Free	\$30
Classroom D	Free	\$60
Classroom E	Free	\$30
Classroom F	Free	\$30
Beutter-Kernan Hall	\$125	\$200
Richard Pfeil Family Courtyard	\$200	\$350
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	\$75

Centre - Butterfly	Free	\$25
Francis - Pasture	Free	\$75
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	\$25
North Liberty	Free	\$25

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

For events that serve alcohol, utilize outside vendors, or are held before/after regular business hours, see the pricing found on the [Special Event guidelines](#).