

Shelby County Public Library
57 W Broadway St
Shelbyville, IN 46176
Phone 317-398-7121 or 317-835-2653
Carnegie East Wing phone: 317-398-7002

Meeting Room Policy

Effective June 8, 2023

General Statement

The Shelby County Public Library Board of Trustees is pleased to offer the use of the Carnegie East Wing meeting rooms and the main library meeting room to responsible local organizations and individuals. Note, however, that the library's use of meeting rooms shall take precedence over all other uses. The use of rooms by non-profit or for-profit groups does not imply any endorsement of the group's activities, beliefs, or policies by the Board of Trustees or by library staff members.

General Guidelines

- Groups and individuals who use the meeting rooms are guests of the library and their use of the space should reflect that understanding. Persons attending activities in the meeting room are subject to all library policies. Use of a meeting room should not disrupt other library patrons.
- All activities shall comply with the ordinances of the city of Shelbyville, state laws, and state regulations. The library director or supervising library employee may terminate any activity or use in progress that violates this policy, endangers the use of the facility, or general library operation.
- Smoking, alcoholic beverages, illegal substances, candles, and other fire-lit materials are not permitted on library property.
- Meetings should not be publicized in a manner that suggests library sponsorship or affiliation. Publicity notices promoting a meeting or event scheduled by an outside group or organization must include the following disclaimer: "this event is not sponsored by The Shelby County Public Library" Contact information for the organization should be included in all publicity. The library will not serve as liaisons for those using the meeting room.
- The room is available to you during your reserved time only. Extra time to set up, decorate, etc. must be included in your reservation.
- For an additional fee, some audio-visual equipment is available for program use. Library staff can provide only very limited technical support, even for equipment that is rented from the library.
- If you need access to kitchenette facilities, please indicate this at the time the room is reserved. The kitchenette includes refrigerator, microwave oven, and sink.

- In the event that two or more groups request the room for the same day and time, the smaller group will be asked to consider the foyer that is located in the Carnegie East Wing. Otherwise, assignments to the room are based on a first-come, first-serve basis.
- The application for room use is attached. Applications must be on file before the day of the event or program. Payment is due at the time a room is reserved. Tentative reservations may be made by phone and/or completed application.
- Any room reservation is considered tentative until payment has been received. Therefore, if someone else has payment in hand and wants to use a room that has been reserved but not paid for, the tentative reservation will be removed so the person ready to pay can duly establish a firm reservation.
- Do not put anything on the walls unless you are using the library prescribed “Wall Mounting Tabs” available for purchase at the computer lab. Putting the tables back as you found them is expected as well as cleaning up after yourself. There is a broom and dust pan available in each room for use.
- Extra chairs may be available upon request, but are not guaranteed.
- Any damage caused to the facility and/or equipment must be compensated for within 30 days at replacement cost and, if necessary, labor cost. A bill will be sent to the presiding officer of the organization and/or contact person. In the event that the organization refuses to reimburse the library, the contact person will be held responsible.
- The library reserves the right to cancel scheduled meeting room reservations for urgent library needs. Every effort will be made to give at least one week’s notice. If an organization or individual must cancel its meeting room reservation, the library should be notified as soon as possible for refund or rescheduling. If less than 48 hours’ notice is given, the library will not provide a refund. The organization will be refunded after the Board of Trustees Meeting, which are typically the first Thursday of the month. There will be a \$5.00 charge for cancelling meetings and not rescheduling.
- The library reserves the right to close the library for impeding and/or inclement weather and will make every effort to contact the person or organization that reserved the room.

Hours and Fees

The rooms may be used during regular library hours and must finish 15 minutes before closing time, as follows:

Monday to Thursday	9:00am-9:00 pm
Friday	9:00am-7:00 pm
Saturday	9:00am-5:00 pm

Subject to the Library Board of Trustees, the following fee structure will apply for all activities scheduled:

1. Not-for-profit groups will be charged \$20.00 for up to 4 hours. For use beyond 4 hours, there will be an additional \$10.00 charge.
2. Not-for-profit groups who desire to meet on a regular basis, monthly or more frequently, have an option to pay in the following ways:
 - a. PAY FOR THE ENTIRE YEAR UP FRONT: Fees will be discounted 50%
 - b. PAY QUARTERLY: Fees will be discounted 25%
3. If a not-for-profit group is charging for an event that is held at the library, they will be charged the "for-profit" fee of \$45.00 for up to 4 hours. For use beyond 4 hours, there will be an additional \$20.00 charge.
4. All for-profit groups will be charged \$45.00 each time they use the room. For use beyond 4 hours, there will be an additional \$20.00 charge.
5. An additional fee of \$10.00 will be charged for the use of audio-visual/computer equipment.

Adult Supervision

Children must be directly supervised by adults, unless they are participating in a library-led event for children.

Rooms available

- Carnegie East Wing (Annex): Rooms A, B, and C; Main Library: Public Meeting Room
- At the Carnegie East Wing, Rooms A & B capacity of 45 people, Room C capacity of 36 in each meeting room is recommended if you are using tables and chairs.
- At the Main Library, a capacity of 30 people in the public meeting room is recommended if you are using tables and chairs.
- Tables and chairs in each meeting room will be arranged in a specific manner. You are free to move them around to fit your event or meeting, but please move them back as you found them before you leave.

Rooms Available for Tutoring, Homeschooling, and Supervised Visits

- Please schedule use of these rooms in Youth Services.
- There is no charge for room use but if damage occurs you will be responsible for repair or replacement costs.
- Resource Center room capacity is 10 people.
- The Foyer in the Carnegie East Wing capacity is 10 people.