



Meeting Room Policy

The Nappanee Library Board of Trustees recognizes the need for public meeting rooms and invites groups to utilize the library's facilities subject to the following conditions.

Use Fees and Damage Deposit

1. Rooms will be available for civic, community, educational, and cultural uses without charge. Generally, non-profit organizations or government agencies reserving meeting rooms will not be charged a use fee.
2. For-profit organizations or private individuals reserving the meeting rooms will incur a standard use fee of \$35.00 for Meeting Room 1, \$20.00 for Meeting Room 2, \$15.00 for the Conference Room, or any combination of meeting rooms at the fees indicated. Use of the kitchen may be added to reservations for Meeting Room 1 for an additional \$10.00.
3. All users of the meeting rooms will be assessed a refundable damage deposit of \$50.00 payable by check or cash at the time of reservation. If the room(s) reserved are left in good condition, deposits will be returned to the person indicated on the reservation form within thirty (30) days following the event.

Room	Use Fee (for-profit or individuals ONLY)	Estimated Room Capacity (w/out chairs)
Meeting Room 1	\$35.00 + \$10.00 for kitchen (optional)	50
Meeting Room 2	\$20.00	20
Conference Room	\$10.00	15
Meeting Rooms Combined	Total of fees listed above	Per room

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Availability

1. Rooms may be made available for impromptu study or tutoring sessions at the discretion of library staff if these activities do not overlap with a prior reservation.
2. All meeting room reservations must begin within regular library hours. Arrangements for library meeting room use beyond regular hours must be cleared in advance by the library director. Meetings must adjourn and the meeting room must be vacated at least fifteen (15) minutes before the library closes. No meetings may be scheduled for days the library is closed.
3. Rooms are scheduled on a first-come, first-served basis and may be reserved up to three (3) months in advance by for-profit organizations or private individuals. Rooms may be scheduled up to one (1) year in advance for civic, community, educational and cultural use by a non-profit organization.
4. No for-profit group or private individual will be permitted to use the meeting rooms more than four (4) times per calendar year.
5. In cases of severe weather or in other situations outside of the library's control, the library may be forced to close. If the library closes, the library will make an attempt to contact the meeting room users affected by such a closure.

Terms of Use

1. Organizations or individuals requesting to use the library's meeting rooms will complete a reservation form and agree to be bound by the terms of this policy.
2. Users of the library's meeting rooms must follow the Nappanee Public Library Code of Conduct and all other library policies.
3. Meeting room users must return all rooms reserved to the state they were in when their reservation began.

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4. Meeting room users may not conduct sales of any kind. Library-sponsored events or other library programs taking place in meeting rooms are excluded from this restriction.
5. Library-sponsored activities will take precedence over all other activities. The library reserves the right to preempt any event for an emergency or special library-sponsored event. In such rare instances the library will make every reasonable effort to give notice and assist in rescheduling.
6. The library reserves the right to terminate a meeting or deny future reservations to any group or individual who does not follow library policies and the procedures defined for meeting room use.
7. The library does not assume any responsibility or liability for the security of personal items or those brought in by meeting room users.
8. The library does not offer equipment to meeting room users beyond those items indicated on the reservation form.
9. Meeting room users assume full responsibility for any damages incurred from the use of the meeting room. Damage to library-owned equipment or facilities by meeting room users may result in forfeiture of the meeting room user's damage deposit and denial of future reservations.
10. Handouts, pamphlets or other materials may be distributed only to those attending the meeting and may not be placed outside the public meeting rooms for general distribution or left in the library at the conclusion of the meeting.
11. Only the library director may approve and make exceptions to meeting room use and policy.
12. Use of the library's meeting rooms does not in any way constitute the Nappanee Public Library Board of Trustees' or the Nappanee Public Library's endorsement of the policies, beliefs, or activities of meeting room users. Meeting room users must take care not to imply library endorsement or sponsorship in their promotional material and/or public advertisement of their event taking place in the library's meeting rooms.