

Meeting Room Policy

The primary purpose of the meeting rooms at the Tipp City Public Library is to provide facilities for library related activities. The use of the meeting rooms for the needs of the library takes precedence over use by individuals or groups.

As a community service, the library makes its meeting rooms available for use by individuals or nonprofit community groups when it is not being used for library related activities. Individuals or groups may use the meeting rooms for private meetings, individual use, or to present programs for the general public. Programs which are open to the general public must be open to all, consistent with the informational, educational, or cultural purposes of the library, and non-soliciting in nature. Individuals or groups using the meeting rooms must not disrupt the normal operations of the library.

The use of a meeting room is free if the meeting or program is held during library hours. However, donations will be accepted to assist in the cost of maintaining meeting room facilities and equipment. A fee will be charged if the individual or group's use of the rooms results in the need for repair to library furnishings or equipment or if excessive clean-up is required by library staff. A fee may be charged if the meeting extends past library hours. Imposition of this fee will be at the discretion of the Library Director.

The library will not provide audio/visual equipment for use by individuals or groups. Library materials must be obtained for use through normal library circulation procedures. The following equipment can be provided by the library: tables, chairs, lectern, projection table, and projection screen. Each individual or group is required to set up tables and chairs for their meeting and is required to return these items to their original position after the meeting is concluded if changed from library setup.

The use of the meeting rooms by individuals or groups shall not be publicized in such a way as to imply library sponsorship of the individual or group's activities unless the activity is being cosponsored by the library.

The library shall not endorse the views expressed by any individuals or groups using its meeting rooms.

Failure to abide by the Meeting Room Policy may be justification for denying the group further use of meeting rooms.

1. To reserve a meeting room, the person in charge must be 18 years of age or older.
2. The room must be reserved in advance.
3. Reservations are made on a first come, first served basis.
4. A signed form will need to be kept on file.

Application for Use of Library Meeting Space

Name/Organization:

Is this organization non-profit? Yes _____ No _____ Description of Activity:

Room Requested:

_____ Meeting Room (capacity 120)

_____ Board Room (capacity 8-10)

_____ Local History Room (capacity 4-6)

Date Requested: _____

Time: _____ to _____ Contact Person Name:

Address:

Phone Number:

Email _____

Signature of contact person:

Date of Request: _____

By signing this form, you agree to be responsible for any fees and verify that you have read and will follow the meeting room policy. The library does not endorse the views expressed by any group or individual using its meeting rooms.