

## **Meeting and Study Room Policy**

### **Introduction**

The mission of the Kokomo-Howard County Public Library is that we create opportunities for our community to become its best. In support of this mission the library provides meeting rooms, available on equal terms to all persons and groups, regardless of opinion or affiliation.

In keeping with the role of a limited public forum, public libraries have traditionally provided free meeting room space for community groups when space is available.

The fact that an organization is permitted to meet at the library does not constitute an endorsement of the organization's beliefs by the library, its staff, or the Library Board of Trustees.

The library will approve and schedule only those meetings which will not disturb other library activities or patrons. All groups and individuals must comply with the Library Code of Conduct. Failure to comply will result in the cancellation of further use of library facilities. The library reserves the right to withdraw permission for meeting room use when conditions so warrant and to stop meetings which interfere with the normal operation of the library.

### **Reservations**

Library sponsored events have priority in the use of meeting room space. In rare instances, the library may cancel reservations, refunding any fees, if the room is needed for a library-sponsored event. Cancellations by either the group or the library must be made 24 hours in advance of the meeting date.

Meeting Room reservations are accepted on a first come - first served basis. To ensure that library meeting rooms are available to as many groups as possible, reservations can only be made 60 days in advance. Meeting room reservations can be made online, over the phone, or in person. Employees at any location can assist with room reservations; it does not have to be site specific.

Study room reservations are accepted on a first come – first served basis. Advance or walk-in reservations are acceptable. Study rooms may be reserved online, in person or via telephone. Reservations can be made 60 days in advance. If a patron does not arrive within 15 minutes of the scheduled start time, the time will be made available to other users. Failure to notify the library of a cancellation may result in loss of study room privileges. Reservations may be made for up to four hours per day.

Meeting room reports with no fee should be destroyed after three calendar years, per the Public Libraries Retention Schedule LIB11-1. For meeting room reports that have fees associated with them, those should be destroyed 10 years after the expiration of the contract per Public Libraries Retention Schedule GEN 10-25.

### **General Rules**

Rooms are available during hours when the library is open. Groups should be careful to schedule meeting rooms for the entire time they are needed, including any setup or cleanup time. Groups will

usually not be allowed to enter a meeting room before, or use the meeting room past, the time the meeting room is scheduled.

Library personnel have free access to enter any meeting or study room at any time.

At least one adult age 18 or older must be present as part of any group using a meeting room.

Patrons over the age of 13 may reserve and use a study room.

Library rooms may not be used for any activity that is incompatible with the library environment or interferes with its operations or is considered to be dangerous to people or property. Any applicant denied use of a library meeting room may appeal the denial in writing to the Executive Director within ten days. The Executive Director will review the application and respond in writing to the applicant.

Study rooms are for the purposes of quiet study and discussion. The Large Group Study Room at Main can also be used for small group presentations or recreational purposes.

Furniture may not be brought into or removed from a study room without approval from library staff.

Each group is responsible for ensuring that attendance at its meeting does not exceed the maximum occupancy for the meeting room as set by the Fire Marshall.

## **Furniture and Equipment**

### *Standard Room Setup*

The library provides standard room setups, typically consisting of a pre-arranged layout of tables and chairs suitable for general meetings, presentations, or group activities. Room descriptions and standard layout examples are available on the Room Reservation feature online. As part of the standard setup, patrons may also request access to a variety of additional resources at no extra charge, including, but not limited to:

- Laptops
- Projector and screen
- Whiteboard
- Coffee pot
- Podium

### *Specialized Room Setup*

Requests for specialized setups – including non-standard technology equipment or non-standard furniture – must be submitted at least five business days in advance. These setups include, but are not limited to, video conferencing equipment, mobile labs, and additional furniture beyond the standard tables and chairs. Specialized room setups will incur a staffing fee.

## **Food and Drink**

Food and drink may be served in meeting rooms. Kitchenettes are available in some meeting rooms

- Minimal food and drink is allowed in all study rooms (such as snacks but not fully catered meals).
- Red beverages are not allowed in any meeting rooms or study rooms.
- Alcoholic beverages are not allowed in meeting rooms without prior approval by the Library Director.

### **Room Condition**

Groups using the room are responsible for reasonable care of the room and equipment, and will be held responsible for any damage and the general condition of the room following use. Any group that damages library property will be liable for costs incurred in connection with such damage and may lose the privilege of using meeting rooms in the future.

- The room must be left as it was found.
- Litter must be bagged and placed next to the trash receptacle. No liquids should be placed in trash bags. Extra trash bags are available.
- Library equipment and furnishings, including tables, must be protected from damage by glue, paint, heat, etc.
- Candles may be used for decoration, but may not be lit.

### **Publicity**

Publicity for an event that is not sponsored or co-sponsored by the library must not be worded in a manner which states or implies library sponsorship. Groups and organizations may use the street address of the library as the event location in publicity materials (a line stating "...at the Kokomo Howard County Public Library" or "...at the [ ] branch of the Kokomo Howard County Public Library" is allowed on printed materials). However, the name, address, or telephone number of the library must not be used as the official address or headquarters of the group or organization.

### **Liability**

The library is not responsible for any accident, injury, loss or damage to the private property of individuals or organizations using the facility. The library does not assume responsibility for the security of private materials or equipment left unattended. The use of library property by the organization is conditioned upon this limitation of liability, and the organization agrees to take such steps as are necessary to inform its members and invitees of this fact. By reserving a room with the library, you are agreeing to these and all other conditions specified in this policy.

### **Fees**

Nonprofit clubs and organizations may use the rooms at no charge. Proof of nonprofit status may be requested.

Employees may use meeting rooms at no cost for private events during regular hours of operation. For after-hours use or for other exceptions, employees should submit their requests in writing to the Executive Director; decisions will be made at the Executive Director's discretion.

Businesses, and individuals wanting to use the rooms for private parties, will be charged a fee of \$12.50 including tax for each half hour with a minimum of one full hour (\$25 fee total).

Groups requesting specialized room setups will be charged \$20.00 including tax for each hour, prorated at \$5.00 per 15-minute increment, for the staff time required to accommodate these requests. This fee is in addition to any room reservation fees applicable to businesses or other paying groups.

The following are the meeting rooms that may have a fee associated with the reservation:

Main:

Meeting Room A

Meeting Room B

Meeting Room A/B Combined

South:

Cardinal Room

Peony Room

Cardinal/Peony Combined

Tulip Tree Room

Russiaville:

Meeting Room

Failure to notify the library of a cancellation may result in the group being disallowed from future use of library meeting rooms. Fees will not be charged, or will be refunded, if cancellation is received at least 24 hours prior to the scheduled meeting time or when the library has to cancel the reservation.

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Job Titles Updated 2026