



**Bartholomew
County
Public Library**

Building and Grounds Use Policy

As the community crossroads for lifelong learning, the Bartholomew County Public Library encourages the free expression of ideas essential to an informed citizenry. The offering of meeting room space and public spaces on library grounds is one of the many methods used to provide access to ideas representing all points of view on all subjects. Permission granted to use library spaces in no way constitutes endorsement by the library of the policies or beliefs of any group or organization. The library logo, name, or address may not be used in any form that implies the library is a sponsor of the event or program.

The Library reserves the right to review each prospective use and determine whether that use falls within the usage guidelines. Use of the premises may be prohibited or terminated at any time if the conduct of the group interferes with staff work or patron use of the library, is disruptive to library service or patrons, or is abusive or dangerous to the building, library materials, exhibits, furnishings, or individuals in the building. The library reserves the right to bar a group or individual from future use of library facilities if they fail to abide by the contents of this policy. The library Code of Conduct policy applies to any individual on library premises.

Library and Friends of the Library programs will take precedence over all other activities. The library reserves the right to change or cancel reservations and to determine priorities in assigning space. Library spaces will not be available for use in the event a building is closed due to emergency conditions or inclement weather. The library will make every effort to contact the person or organization that reserved a space.

Use of library facilities and grounds will be available to the public on equal terms, regardless of the beliefs or affiliations of individuals or groups requesting its use.

The library assumes no responsibility for lost or stolen items or damage to vehicles in the parking lot. Neither does it guarantee parking facilities for those planning on attending an event, program, or meeting.

Library locations may be asked to serve as collection points for other community organizations to collect donated goods as a public service (excluding monetary donations). Due to space limitations and other considerations, and the increased workload such campaigns put upon staff, the library reserves the right to decline such requests. All requests for the library to serve as a collection point for community drives must be approved by the Library Director. Abandoned items may be donated to a local charity.

There is no charge to use library spaces. Usage of library spaces after operating hours may result in charges resulting from requiring staff attendance. All spaces should be cleaned up and returned to their original setup and condition. Failure to do so will result in additional charges up to and including replacement cost for damages.

The library prohibits all types of sales, fundraising, or solicitation on library property. Exceptions are activities related to the Friends of the Library or partnerships that are pre-approved by the Library Director and are in alignment with the library's mission.

Outdoor Areas

Any member of the public may use unrestricted outdoor areas for non-commercial activities on a first come, first served basis without giving prior notice if —

- 50 or fewer people are anticipated to assemble at one time
- The activity will not impede entrances, walkways or access to buildings
- No other individual or group has been scheduled or authorized to use the area.
- Signs or banners will be carried/attended at all times. Unattended displays may not be used without permission and will be removed; and
- The sponsor of the event takes responsibility for compliance with this policy.

Permission of the Library Director will be required if any of the following conditions apply:

- More than 50 people are anticipated to assemble
- Event will be held outside library operating hours
- Conflict with a scheduled use
- Amplification or electrical powered equipment being used
- Usage of electrical power
- Tables, tents, or other coverings are to be used
- Food is served
- Animals are allowed

Programs and events held after library hours will not have access to the inside restrooms without prior approval. This may result in a fee to pay for staff attendance. Portable toilets will be allowed, but number and placement must be approved by the Library Director before the event.

Understanding that the library is a limited public forum, gathering petition signatures, registering people to vote, staging protests, and other political activities are permitted on outdoor library property as long as they adhere to the above conditions. The Library Director or their designee reserves the right to restrict the activity to a specific area and/or withdraw permission at any time if the event is interfering with library activities or access to the buildings or threatens the safety of staff or patrons.

Camping, sleeping, and overnight parking on library property are not permitted.

All medium such as chalk and spray paint, unless sponsored or produced by the library is prohibited on library property.

Indoor Areas and Meeting Rooms

Any individual, organization, or group of citizens from Bartholomew County may use the library meeting rooms for non-commercial and non-profit purposes. Representatives of Federal or Indiana agencies and political subdivisions for the conduct of official business are also allowed to reserve a room. Facilities must not be used for purely social events including, but not limited to parties, showers, and receptions.

Six rooms are available to be reserved. Capacity is as follows:

- Red Room: maximum 100 persons
- Conference Room: maximum 30 persons
- Room #3: maximum 10 persons
- Room #4: maximum 15 persons
- Room #5: maximum 6 persons
- Hope Annex: Maximum 30 persons

Rooms are reserved on a first-come, first-served basis, up to 25 times a year. Rooms may be reserved via the library website, by phone, or in person with the following limitations:

Up to 42 days (6 weeks) in advance: Red Room and Conference Room

Persons wanting to reserve these rooms further in advance must contact programming@mybcpl.org for approval. Forms submitted on the library website will be forwarded to the correct contact.

Up to 90 days (3 months) in advance: Room #3, Room #4, Room #5, and the Hope Annex

Persons wanting to reserve these rooms further in advance must contact reference@mybcpl.org for approval. Forms submitted on the library website will be forwarded to the correct contact.

Applications should be made at least 24 hours prior to intended use of the rooms. Similarly, cancellations by the group holding a reservation should be communicated 24 hours in advance.

Submitting an application is not a guarantee of the reservation. The library must approve the application before room usage is allowed. However, submission does constitute acknowledgment of the Meeting Room policy and the agreement to abide by its rules and regulations.

If not already reserved, Rooms #3, #4, and #5 are available for walk-in use. Those using the room agree to abide by all aspects of this policy. Those wanting walk-in use must go to the Reference desk to reserve a room.

Meeting room users are responsible for meeting room setup and cleanup. Each meeting room has a set configuration. If a group decides to use a different table and chair setup, the room must be returned to its original configuration before departure.

If a group fails to leave a meeting room or equipment in its original configuration and condition the person who made the room reservation will be charged a fee:

- Maintenance (reset room, clean carpet, repair furniture): \$25/hour.
- Equipment damage or replacement: Cost + \$ 25 service fee.

Use of library equipment must be arranged at the time of application. Groups wishing to bring in their own equipment need to receive advance approval. In the Red Room, Conference Room, and Room #4, we have a system that includes a computer and projector/TV. In Rooms #3 and #5, we have the following items available: TV/ Blu-Ray unit and easel with dry-erase markers. No other office or computer supplies are available.

Except in support of the library, library programming, or the Friends of the Library, meeting room facilities may not be used for sales or other fundraising, and no admittance fees may be charged. A group may make normal collection of dues from its members, but shall not solicit voluntary offerings or donations. As part of our educational mission, tutors and their students are allowed to use our rooms even if services are being paid for.

Groups should plan to vacate rooms 15 minutes before closing. Early admittance to the building prior to public opening time is not permitted without prior approval. Use of the facility after hours requires permission of the Library Director.

Light refreshments are allowed in all areas of the library except areas designated as a food free zone. Alcoholic beverages may not be consumed in any library building except when specifically authorized by the Library Director. Reasons for these exemptions might include library programming or fundraising events by the library and/or the Friends of the Library. Any event where alcohol is available must be limited to those 21 and older.

Organizations or individuals using meeting rooms shall indemnify and hold harmless the Bartholomew County Public Library and its officers, directors, agents and employees from and against all losses, damages, claims, costs and expenses arising from injury or death of any person(s), or damage to property resulting from any act or omission of such users or their employees, agents, representatives, guests, invitees, or the general public to the extent that such losses, damages, claims, costs and expenses arise in connection with or relate to the organization's or individual's use of the facility.