



Meeting Room Policy

In pursuance of its mission to inspire lifelong discovery, facilitate collaboration, and connect people with resources, the Carmel Clay Public Library allows organizations, businesses, and groups to use its public meeting rooms. The library strives to ensure an equitable distribution of use, but not guarantee, subject to the guidelines for use defined herein. Applicants will be generally considered on a first-come, first-served basis. Permission to use the library's public meeting rooms does not imply endorsement of the aims, policies, activities, or affiliation of any such group or organization.

Library meeting facilities cannot be used for any purpose contrary to local, state, or federal law. No person, group, or organization has any vested right to use the library meeting facilities. The use of property under this policy is subject to its availability and approval of the Director, subject to the policies of the Board.

- Non-library groups may not solicit, engage in sales, perform financial transactions, promote products or services, or charge an admission fee for the event.
- The library's name may not be listed as a sponsor or co-sponsor in promotional materials unless permission is given by the Library Director or Assistant Director.
- An adult leader (designated as 18 years old or older) must always be present and be responsible for youth meetings.
- Persons attending meetings at the library are subject to all the library's [Standards of Conduct](#).
- Groups may not give the library's telephone number as a contact for further information.

Groups wishing to use library facilities must complete an online application form using the library's reservation system indicating the following:

- The purpose of the meeting
- The name, library card number, address, and telephone number of authorized representative(s)

- The organization's acceptance of the rules and guidelines for use of the library facilities
- A copy of a nonprofit organization's 501(c) designation if applicable (in order to receive the free nonprofit room-use rate)
- Any other information the library may require

A new application must be completed for each meeting. The application will be approved or rejected by the Library Director or Assistant Director, with the advice and consent of the library's Board of Trustees. Permission to use the library's meeting facilities may be revoked at any time for any reason.

- Groups may not utilize library meeting facilities more than six times in a calendar year.
- The Community Room is not available for reservation from June 1 through July 31.

Groups not affiliated with the library may not schedule the room more than three months in advance. When a group requests a room for a specific date, its representative must complete an application indicating the anticipated attendance, and what equipment, if any, will be used. The library reserves the right to cancel a reservation to allow for library-sponsored events. The library will provide at least a 30-day notice for such cancellations when possible. Groups cannot transfer or assign their reservations to other groups, individuals, or organizations or use the rooms for purposes other than those stated in the written request.

Cancelation

If an organization finds it necessary to cancel use of a meeting room, it should contact the library as soon as possible. Failure to give five or more days advance notice of cancelation may result in denial of future meeting room use.

Refreshments and Setup

If a group intends to serve refreshments, they may be held liable for the actual cost of cleaning or repair caused by their use of the meeting room.

Beer or wine may be served with prior approval of the Library Director. A temporary beer and wine permit must be obtained in advance of the meeting. Beer or wine must be served by a licensed server or bartender. The sale of alcohol is prohibited.

Groups that would like to see the meeting space or available technology must schedule a tour or training session with the library's Office Manager at least one week prior to the event by calling 317.814.3911.

Liability

A group using library facilities, furniture, and equipment (including audiovisual equipment) is liable for any damage to the facility and/or equipment.

The library assumes no responsibility for personal injury and/or damage to or loss of property of organizations or individuals incurred while using the meeting facilities. This includes private property of attendees. Neither does it guarantee parking facilities for those attending the meeting.

Permission to use library facilities does not constitute endorsement of or agreement with a group's purpose, activities, or views. Advertisements, announcements, press releases, flyers, etc., relating to non-library sponsored meetings shall not imply that the meeting is sponsored by the library.

Failure to comply with the Meeting Room Policy will result in revocation of meeting room usage privileges.

The Board of Trustees of the Carmel Clay Public Library reserves the right to make changes to the policy, guidelines, and fees for use of library facilities, as it deems necessary and proper at any time without notice to users of library facilities. Notwithstanding, all organizations using library facilities shall be bound by such changes.

Main Library Community Room and Meeting Rooms Guidelines and Fees

To reserve a meeting space, at least one member of the qualifying group must have an active Carmel Clay Public Library card or [reciprocal borrower card](#).

Within the priorities set forth in this policy, these rooms are available on a first come, first-served basis. The library may not be able to guarantee choice of rooms or exclusive use of the kitchen and/or lobby facilities.

Community Room

Community Room Capacity

The Community Room may be used as one large space or divided to accommodate two smaller groups. The number accommodated varies with the placement of tables and/or seating. Room descriptions and capacities are as follows:

- **Community Room A:** 1,652 square feet with a maximum seating capacity of 126 seats
- **Community Room B:** 2,427 square feet with a maximum seating capacity of 170 seats

- **Community Room A/B combined:** 3,897 square feet with a maximum seating capacity of 296 seats

Community Room Facilities

The Community Room kitchen includes a full-size refrigerator and a dishwasher. Food, beverages, table linens, dishes, flatware, cooking utensils, and pots and pans are not provided.

Community Room rental includes free use of room furniture, podium, microphones, projector and screen, and Wi-Fi. Groups that intend to use the meeting space technology must schedule a tour or training session with the library's Office Manager at least one week prior to the event by calling 317.814.3911. Assistance with technology will not be available during the event.

Community Room Fees

Rental fees are waived for nonprofit organizations. Nonprofits must submit a copy of their 501(c) designation at the time of application.

All fees are due prior to confirmation of the reservation. Fees are doubled for use of both sides of the Community Room. The single room fees are:

- \$50 per hour (2-hour minimum)
- If the room, equipment, or furnishings are damaged or if cleaning requires extraordinary services (such as carpet cleaning, etc.) groups will be charged for the actual cost of cleaning or repair.

Second-Floor Meeting Rooms

Meeting Room capacity

Four small- to medium-sized rooms are available with the following capacities:

- **Meeting Room A:** 480 square feet with a maximum seating capacity of 16 seats
- **Meeting Room B:** 739 square feet with a maximum seating capacity of 24 seats
- **Meeting Room C:** 1,087 square feet with a maximum seating capacity of 22 seats
- **Board Room:** 814 square feet with a maximum seating capacity of 31 seats, with 13 seats at the table and 18 seats around the room perimeter

Meeting Room Facilities

Meeting Room rental includes free use of room furniture, Wi-Fi, and LED screens. Groups that would like to see the meeting space or available technology must

schedule a tour or training session with the library's Office Manager at least one week prior to the event by calling 317.814.3911.

Second-Floor Room Fees

Rental fees are waived for nonprofit organizations. Nonprofits must submit a copy of their 501(c) designation at the time of application.

All fees are due prior to confirmation of the reservation. The single room fees are:

- \$25 per hour (2-hour minimum)
- If the room, equipment, or furnishings are damaged or if cleaning requires extraordinary services (such as carpet cleaning, etc.) groups will be charged for the actual cost of cleaning or repair.

Cleaning Fees

The library will provide a specific number of tables, chairs, and trashcans with liners in each meeting room. Access to a sink and counter space may also be available. The library does not provide paper goods or catering service. The group or organization using the room is responsible for removal of leftovers, including disposable table service and/or other products, and ensuring that all garbage is in the appropriate receptacle. The library provides cleaning supplies for group members to clean furniture, surfaces, and equipment at the beginning and end of their reserved meeting time. Any damages or additional cleaning costs will be billed to the CCPL cardholder on file with the group's reservation. A completed cleaning checklist is required at the completion of the reservation. Failure to complete the checklist or failure to leave the room in satisfactory condition may result in a cleaning charge at the library's discretion.

Parking

Because library parking areas are needed for all library visitors, it may be necessary for groups to use the library parking lot west of the library across Richland Avenue. Once unloaded, caterers may not remain parked in the library delivery or unloading areas.

Additional Details

- Meeting rooms are available only during library hours; meeting rooms will not be available on holidays or during weather closures or emergencies. If the library cancels a meeting because of an emergency, fees will be refunded in full.
- Meeting rooms must be cleared of attendees 30 minutes prior to the library closing to enable the staff adequate time to secure the building.

- Once approved, reservation times are final. Meetings may not be extended beyond the approved start and end times, and groups must vacate the rooms in a timely fashion.
- Meeting rooms may not be used for private tutoring.
- Meeting rooms may not be reserved for individual use or social gatherings such as private parties, weddings, receptions, showers, birthday parties, card parties, etc.
- Publicity prepared by an organization concerning meetings (news releases, brochures, flyers, etc.) must carry the name and phone number of the sponsoring organization. The library cannot be identified as a sponsor, nor can the library's telephone number be used as a contact number for the organization or event.
- Please adhere to established room capacity limits.
- The room must be left as it was found.
- Library equipment and furnishings, including tables, must be protected from damage by glue, paint, heat, etc.
- Litter must be bagged and placed next to the trash receptacle. Absolutely no liquids should be placed in trash bags. Extra trash bags are available.
- The library provides cleaning supplies. Group members are responsible for cleaning furniture and equipment at the start and end of their room use.
- Do not use the emergency exits as an entrance to or exit from the meeting space. All entrances and exits in meeting spaces must remain clear at all times. To help conserve energy and resources, do not prop open the doors to the meeting center. The library has been designated as a no-smoking area.
- Library personnel have free access to enter any meeting room at any time. The library Board has vested in library personnel the authority to supervise meeting room use and to interpret policy; however, final authority rests with the Library Director. The Library Director is authorized to create additional procedures for Meeting Room use.
- Groups showing copyrighted movies in meeting rooms are solely responsible for obtaining written public performance licensing rights.
- Animals and insects may not be brought into the library without prior written approval by the Library Director. Animals may be used in library programs, but only under certain conditions that address the safety of guests and care of the facility. Trained service animals are allowed.
- The library has sole discretion and reserves the right to cancel/alter reservations for any reason.

Contact

Room reservation applications may be filled out online at carmelclaylibrary.org/reserve-a-room. For additional information, call 317.814.3911.

Approved by the Carmel Clay Public Library Board of Trustees, January 2023