

MEETING ROOM RULES AND FEES

The Board of Trustees of the North Judson-Wayne Township Public Library invites any group of community residents whose purpose for meeting is in harmony with the social, cultural and intellectual purposes of the Library to use the meeting room. The Board of Trustees believes that as a community agency, when conditions permit, an area should be available for public use, subject to Board policy.

Hours of Use

The room may be used during the Library's open hours. After hours, special arrangements for opening or closing must be made with the Library Board or delegated representative. All participants must be out by 10:00 (ten) p.m.

Application for Use

Reservations for use must be made in writing at least two weeks in advance of the meeting. Application forms are available at the Library. All applications are taken on a first come basis and must be approved by the Library Board or delegated representative.

Cancellations

Notice of cancellation must be given at least 48 (forty-eight) hours in advance. If the cancellation is not made in a timely manner, a fee of \$25.00 (twenty-five dollars) will be assessed. The Library retains the right to cancel a reservation but only in order to use the room for Library purposes or as a disciplinary action.

Conditions of Use

1. Library programs and uses have first priority.
2. Civic, community, educational organizations and groups, whose purpose is non-commercial, non-profit may use the meeting room at no charge with approval of the Library Board or delegated representative and by abiding by the policy of the Board of Trustees.

3. Commercial or for-profit organizations or groups may use the Lecture Room upon payment of \$35.00 (thirty-five dollars) a day, approval of the Library Board or delegated representative and by abiding by the policy of the Board of Trustees.
4. No fees may be charged by any group, except to cover costs of materials used during the meeting.
5. Groups of children such as 4-H or scouting may use the meeting room provided the group is constantly supervised by one or more adults.
6. Tables, chairs, dry marker board, video projector, VCR and TV monitor are available for use. A \$25 (twenty-five dollar) fee may be charged if Library staff sets up the meeting room for an activity. If the dry marker board is used, check with the Library as to the type of markers permissible.
7. All trash - edible and otherwise - must be removed by the group using the meeting room.
8. The Library reserves the right to access \$25.00 (twenty-five dollar) cleaning fee if the meeting room and restrooms are not returned to their original condition after an activity.
9. Smoking, alcohol and illegal substances are prohibited on the premises.
10. The Library Board of Trustees does not assume any responsibility for the security of personal or group possessions.
11. All groups using the Library meeting room are responsible for their own accident and liability insurance.
12. Any infractions may result in denial of use of the meeting room.

Adopted 8/12/97

Revised 1/13/98

Revised 10/9/2001

Reviewed 4/13/2004

Reviewed 6/12/2007

Revised 8/14/2012

Revised 2/9/2017

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