

# POLICY

**SUBJECT:** Facilities and Meeting Room Policy  
**APPROVED BY:** Board of Library Trustees  
**APPROVAL DATE:** April 27, 2023  
**EFFECTIVE DATE:** April 28, 2023

NEW (  )      REVISED (  )

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The Allen County Public Library (ACPL) provides facilities and meeting rooms for individual and group uses which serve the community’s needs for education, information, and cultural enrichment. The Library does not discriminate in making its premises available for use on the basis of age, race, sex, ethnicity, color, national origin, ancestry, sexual orientation, height, weight, marital status, veteran status, political expression, physical or mental disability, gender identity or expression, or religion.

A variety of facilities and meeting rooms are available for use by individuals, non-profit, and for-profit groups subject to guidelines, procedures, and fees established by Library Administration. Staff offices, administrative areas, and staff-only areas are not available for public use. The primary purpose of ACPL facilities is to implement library services; consequently, Library-sponsored and managed activities shall have priority in determining use of Library facilities and meeting rooms.

Individuals and groups approved to use Library facilities may not charge admission, use the Library spaces and rooms for fundraising purposes, or engage in commercial activity inconsistent with the mission and purpose of the Library, which Library Administration shall determine in its sole discretion. Public use of Library facilities shall not interfere with normal Library functions and operations, which Library administration shall determine in its sole discretion.

Permission for use of Library facilities in no way implies ACPL’s endorsement of the goals or activities of any individual or organization receiving such permission. Individuals and groups approved to use Library facilities shall not discriminate against any individual on the basis of age, race, sex, ethnicity, color, national origin, ancestry, sexual orientation, height, weight, marital status, veteran status, physical or mental disability, gender identity or expression, or religion with respect to access to the approved Library spaces.

The Executive Director of the Library is authorized to establish administrative procedures, rules, and guidelines necessary for the administration of this policy.