

ALLEN COUNTY PUBLIC LIBRARY
FACILITIES AND MEETING ROOM POLICY

Branch Libraries

The Allen County Public Library welcomes the public use of its facilities and meeting rooms for meetings and events 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 race, sex, color, religion, disability, ancestry, national origin, place of birth, age, or political expression. Granting the use of its facilities does not imply approval by the library of the group, the meeting, or the ideas presented at the meeting.

Library facilities may be used for regular, consecutive meetings by clubs and organizations to the extent that such use does not prohibit general availability to the public. The library reserves the right to deny applications for use based on the availability of space, availability of staff, frequency of use, or as further outlined in this policy.

I. General Information

The Allen County Public Library has various facilities and meeting rooms that are available for public use at the main library and branches. Library facilities can accommodate a variety of activities, ranging from large events to small, informal meetings.

All activities and programs conducted in library buildings must comply with all federal, state and local laws, rules and regulations and are subject to the general rules and regulations of the Allen County Public Library. The library reserves the right to attend any meeting held in its facilities to ensure no unlawful activities are occurring on library premises.

Use of the premises may be terminated at any time if the conduct of the group, or any member of the group, is disruptive to library service or violates any library policy. Failure to comply with meeting room guidelines and all library policies, or to cooperate with library staff may result in the loss of meeting room privileges.

In rare instances where the library has an emergency need to use a reserved space, the library will make every reasonable effort to assist the group to reserve another date or library facility or meeting room.

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 Allen County Public Library" or "...at the [] branch of the Allen 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.

II. Facilities and Services

A. Facilities

The library offers the following facilities in its branch libraries for use by individuals, groups, and organizations. Please see the Library Facilities List for room sizes, capacities and capabilities.

1. Study Rooms

Study rooms typically can accommodate four to six people at a table with chairs. They are available during regular library hours and may be reserved in advance by contacting the departments in which they are located. Unreserved study rooms may be used on a first-come, first-served basis.

2. Meeting Rooms

Meeting rooms can accommodate from 8 to 120 people in a variety of settings during regular library hours.

B. Services

Along with facilities, the library can also provide or recommend support services available for additional fees:

1. Housekeeping and Maintenance

The library will provide basic housekeeping service (i.e. trash removal, regularly scheduled cleaning) as part of regular meeting room use. Any additional cleaning or repair required beyond normal library maintenance will be billed at an hourly rate (see Appendix A, Fees and Charges). The cost of any materials required for repair will also be billed to the user.

2. Food and Beverage

The library does not provide catering services. Groups are welcome to bring in simple food and beverage items for events. Groups assume responsibility for disposing of all paper goods and food remains in supplied receptacles. Any additional cleaning required to handle food and beverage or other needs will be billed at an hourly rate (see Appendix A, Fees and Charges).

III. Reservation Procedures

Individuals wishing to make arrangements to use branch library rooms or spaces should contact the branch library where the event is to be held.

IV. Fees and Charges

Branch library rooms and spaces are available at no charge to non-profit groups wishing to present programs or to hold meetings that serve the community's needs for education, information, and cultural enrichment. Branch library meeting rooms are available *only* for use by non-profit groups (the main library has rooms and facilities that are available for other uses, for which rental fees are charged). Certain charges may apply for special services provided when using branch meeting rooms (see Appendix A, Fees and Charges).

V. Administration of Policy

The director of the library is authorized to establish administrative procedures, rules and guidelines necessary for the administration of this policy.

FACILITIES AND MEETING ROOM POLICY

Branch Libraries

APPENDIX A

FEEES AND CHARGES

Services Rates

Security officer	\$25.00 per hour
Housekeeper	\$20.00 per hour
Room set-up	\$20.00 per hour

ALLEN COUNTY PUBLIC LIBRARY

FACILITIES AND MEETING ROOM POLICY

Main Library

The Allen County Public Library welcomes the public use of its facilities and meeting rooms for meetings and events 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 race, sex, color, religion, disability, ancestry, national origin, place of birth, age, or political expression. Granting the use of its facilities does not imply approval by the library of the group, the meeting, or the ideas presented at the meeting.

Library facilities may be used for regular, consecutive meetings by clubs and organizations to the extent that such use does not prohibit general availability to the public. The library reserves the right to deny applications for use based on the availability of space, availability of staff, frequency of use, or as further outlined in this policy.

I. General Information

The Allen County Public Library has various facilities and meeting rooms that are available for public use at the main library and branches. Library facilities can accommodate a variety of activities, ranging from large events to small, informal meetings.

All activities and programs conducted in library buildings must comply with all federal, state and local laws, rules and regulations and are subject to the general rules and regulations of the Allen County Public Library. The library reserves the right to attend any meeting held in its facilities to ensure no unlawful activities are occurring on library premises.

Use of the premises may be terminated at any time if the conduct of the group, or any member of the group, is disruptive to library service or violates any library policy. Failure to comply with meeting room guidelines and all library policies, or to cooperate with library staff may result in the loss of meeting room privileges.

In rare instances where the library has an emergency need to use a reserved space, the library will make every reasonable effort to assist the group to reserve another date or library facility or meeting room.

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 Allen County Public Library" or "...at the [] branch of the Allen 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.

II. Facilities and Services

A. Facilities

The library offers the following facilities for use by individuals, groups, and organizations. Please see the Library Facilities List for room sizes, capacities and capabilities.

1. Study Rooms

Study rooms typically can accommodate four to six people at a table with chairs. They are available during regular library hours and may be reserved in advance by contacting the departments in which they are located. Unreserved study rooms may be used on a first-come, first-served basis.

2. Meeting Rooms

Meeting rooms can accommodate from 8 to 540 people in a variety of settings during regular library hours. Meeting rooms must be reserved in advance, and will require a library-provided Contract for Use.

3. Other

The Great Hall, the outdoor Plaza and Amphitheater, and the Exhibit Gallery may also be available for events. These facilities must be reserved in advance, and will require a library-provided Contract for Use.

B. Services

Along with facilities, the library can also provide or recommend support services available for additional fees:

1. Audio-Visual

The library can provide computer use and projection, auditorium light and sound, two-way video conferencing, and audio and video technical support. Please consult Appendix A, Fees and Charges, or contact the library for more information.

2. Security

Library security staff are required for all events before or after regular library hours. The service of security officers will be billed at an hourly rate (see Appendix A, Fees and Charges). The number of officers required, in the library's sole discretion, will vary based on the size and nature of the event.

3. Room Set-Up

The library will provide a choice from a number of basic furniture layouts as part of regular meeting room use. The library can accommodate more complex requirements for an extra set-up charge (see Appendix A, Fees and Charges).

4. Housekeeping and Maintenance

The library will provide basic housekeeping service (i.e. trash removal, regularly scheduled cleaning) as part of regular meeting room use. Any additional cleaning or repair required beyond normal library maintenance will be billed at an hourly rate (see Appendix A, Fees and Charges). The cost of any materials required for repair will also be billed to the user.

5. Food and Beverage

The library does not provide catering services. Groups are welcome to bring in simple food and beverage items for events. Groups assume responsibility for disposing of all paper goods and food remains in supplied receptacles. Any additional cleaning required to handle food and beverage or other needs will be billed at an hourly rate (see Appendix A, Fees and Charges).

The library does not have facilities for on-site food preparation; however, the main library has a catering kitchen with outlets for hot boxes, refrigeration, and sinks for cleanup.

Use of an outside catering company is subject to approval by the library. Outside catering companies, including alcoholic beverage caterers, must comply with a list of requirements provided by the library.

The library must approve all plans and circumstances under which alcoholic beverages are served. Alcoholic beverages may not be served during regular library operating hours. Applicant assumes responsibility for meeting all state and local liquor licensing and sales laws, and will provide such licensing, upon request, to the library.

6. Insurance

Applicants may be required to provide proof of liability insurance prior to the event and shall indemnify and hold the library harmless for the event. The amount of insurance will be dependant upon the facility requested and scope of event. The library, in its sole discretion, will determine insurance requirements.

III. Reservation Procedures

Individuals wishing to make arrangements to use main library rooms or spaces may contact the library by phone or follow the appropriate links on the library's website: <http://www.acpl.info>.

IV. Fees and Charges

At the main library, the library charges rental fees according to the classifications of usage defined below. Within these classifications, reservations are filled on a first-come, first-served basis.

- Class "A" Use: - Class "A" rates apply to non-profit groups and government agencies and departments for non-commercial use, (i.e., no admission fee, vendor fee and/or donation is requested or received). Events may or may not be open to the public and may occur during or outside of regular library operating hours.
- Class "B" Use: - Class "B" rates apply to non-profit groups whose events or meetings involve admission fees, vendor fees, donations or a commercial use. Events may or may not be open to the public and may occur during or outside of regular library operating hours.
- Class "C" Use: - Class "C" rates apply to businesses, private individuals or private groups. Admission or vendor fees may be collected and donations may be received during the events. Events may be held during or outside of regular Library operating hours. Examples of class "C" use include private parties, receptions, seminars or workshops.

V. Administration of Policy

The director of the library is authorized to establish administrative procedures, rules and guidelines necessary for the administration of this policy.

Appendix A

**ALLEN COUNTY PUBLIC LIBRARY
Main Library - Meeting Room Fees**

Class "A" Use

Class A rates apply to non-profit groups and government agencies and departments for non-commercial use, (i.e., no admission fee, vendor fee and/or donation is requested or received).

<u>Room Name</u>	<u>Room Number</u>	<u>Size (sf)</u>	<u>Capacity (by set-up)</u>			<u>Cost¹</u> (\$ per hour)
			Theater	Classroom	Other	
Theater	LL 12	5136	230	N/A	N/A	No charge
Theater Lobby	LL 10	816	N/A	N/A	126 (reception)	See above
Meeting Room A	119	1680	160	84	72 (banquet)	No charge
Meeting Room B	115	840	70	35	24 (banquet)	No charge
Meeting Room C	111	1260	120	64	72 (banquet)	No charge
Rooms A and B		2520	230	126	96 (banquet)	No charge
Rooms B and C		2100	190	100	96 (banquet)	No charge
Rooms A, B and C		3780	378	200	192 (banquet)	No charge
BST Meeting Room	291	312	26	8	12 (boardroom)	No charge
Computer Classroom	113	832	N/A	18	N/A	\$40.00 ³
Study Rooms	2 rooms each in Reader's Services, Young Adults and Children's Departments		N/A	N/A	6	No charge
Great Hall	GH	7330	N/A	N/A	220 (banquet)	No charge
Gallery	183	2418	N/A	N/A	150 (reception)	No charge
Outdoor Amphitheater	AM	N/A	N/A	N/A	N/A	Contact library

¹ See listing of additional fees for security, housekeeping and room set-up.

² Reasonable rehearsal time included at no charge.

³ Includes a fee for IT staff to assist with software set-up and technical issues.

**ALLEN COUNTY PUBLIC LIBRARY
Main Library - Meeting Room Fees**

Class "B" Use

Class B rates apply to non-profit groups whose events or meetings involve admission fees, vendor fees, donations or a commercial use.

<u>Room Name</u>	<u>Room Number</u>	<u>Size (sf)</u>	<u>Capacity (by set-up)</u>			<u>Cost¹</u> (\$ per hour)
			Theater	Classroom	Other	
Theater	LL 12	5136	230	N/A	N/A	\$100.00 ^{2,3}
Theater Lobby	LL 10	816	N/A	N/A	126 (reception)	See above
Meeting Room A	119	1680	160	84	72 (banquet)	\$30.00
Meeting Room B	115	840	70	35	24 (banquet)	\$20.00
Meeting Room C	111	1260	120	64	72 (banquet)	\$25.00
Rooms A and B	N/A	2520	230	126	96 (banquet)	\$50.00
Rooms B and C	N/A	2100	190	100	96 (banquet)	\$45.00
Rooms A, B and C	N/A	3780	378	200	192 (banquet)	\$75.00
BST Meeting Room	291	312	26	8	12 (boardroom)	\$15.00
Computer Classroom	113	832	N/A	18	N/A	\$75.00 ⁴
Study Rooms	2 rooms each in Reader's Services, Young Adults and Children's Departments		N/A	N/A	6	\$10.00
Great Hall	GH	7330	N/A	N/A	220 (banquet)	\$200.00
Gallery	183	2418	N/A	N/A	150 (reception)	\$60.00
Outdoor Amphitheater	AM	N/A	N/A	N/A	N/A	Contact library

¹ See listing of additional fees for security, housekeeping and room set-up.

² Reasonable rehearsal time included at no charge.

³ Cost of music teacher student recitals in theater, \$75.00 flat fee.

⁴ Includes a fee for IT staff to assist with software set-up and technical issues.

Appendix A

ALLEN COUNTY PUBLIC LIBRARY
Main Library - Meeting Room Fees

Class "C" Use

Class C rates apply to businesses, private individuals or private groups. Admission or vendor fees may be collected and donations may be received during the event.

Room Name	Room Number	Size (sf)	Capacity (by set-up)			Cost ¹ (\$ per hour)
			Theater	Classroom	Other	
Theater	LL 12	5136	230	N/A	N/A	\$100.00 ^{2,3}
Theater Lobby	LL 10	816	N/A	N/A	126 (reception)	See above
Meeting Room A	119	1680	160	84	72 (banquet)	\$30.00
Meeting Room B	115	840	70	35	24 (banquet)	\$20.00
Meeting Room C	111	1260	120	64	72 (banquet)	\$25.00
Rooms A and B	N/A	2520	230	126	96 (banquet)	\$50.00
Rooms B and C	N/A	2100	190	100	96 (banquet)	\$45.00
Rooms A, B and C	N/A	3780	378	200	192 (banquet)	\$75.00
BST Meeting Room	291	312	26	8	12 (boardroom)	\$15.00
Computer Classroom	113	832	N/A	18	N/A	\$75.00 ⁴
Study Rooms	2 rooms each in Reader's Services, Young Adults and Children's Departments		N/A	N/A	6	\$10.00
Great Hall	GH	7330	N/A	N/A	220 (banquet)	\$200.00
Gallery	183	2418	N/A	N/A	150 (reception)	\$60.00
Outdoor Amphitheater	AM	N/A	N/A	N/A	N/A	Contact library

¹ See listing of additional fees for security, housekeeping and room set-up.

² Reasonable rehearsal time included at no charge.

³ Cost of music teacher student recitals in theater, \$75.00 flat fee.

⁴ Includes a fee for IT staff to assist with software set-up and technical issues.

Appendix A

ALLEN COUNTY PUBLIC LIBRARY

Additional Fees

	Class A	Class B	Class C
Security	\$25.00 per hour	\$25.00 per hour	\$25.00 per hour
Housekeeping	\$20.00 per hour	\$20.00 per hour	\$20.00 per hour
Room Set-up	\$20.00 per hour	\$20.00 per hour	\$20.00 per hour
AV or IT Tech Support	\$40.00 per hour	\$40.00 per hour	\$40.00 per hour