

GOSHEN PUBLIC LIBRARY MEETING ROOM POLICIES

Library programs receive first consideration in scheduling meeting rooms. The meeting rooms are available to any *non-profit* organization or individual for meetings or programs which are educational in nature, and for the benefit of local residents. The meeting rooms are not available for money-raising, solicitation, or commercial purposes, or when in the judgment of the Library Executive Director any disorder may be likely to occur. The Library reserves the right to revoke the permission to use any meeting room, in advance and for reason. Any advertising must be pre-approved by the Library.

Groups may not charge an admission fee, take up a collection, or exchange monies for products. The only exceptions are registration fees paid to cover expenses for workshops held in cooperation with the Library or payment of fees for adult education courses regularly conducted by established educational institutions. In either case, special permission must be obtained from the Board of Trustees or the Library Executive Director.

The organization making the reservation should designate a contact person who has a Goshen Public Library card (resident or full-service non-resident) to fill out a meeting room reservation form. This person accepts responsibility for any infraction of regulations and any damage to library property incurred during or in connection with the proposed meeting, and should be present at the meeting. Responsibility is non-transferable. Groups may have up to four meetings scheduled at a time. A new reservation form must be signed in order to change the assignment of responsibility, if meeting requirements change (equipment, refreshments), or after 12 months has elapsed from the date on the application. Please allow a few days for approval. AV equipment is available but must be reserved in advance at the AV Services desk. An organization must supply its own projectionist.

Meetings will be scheduled during library hours, except on Sundays. People using the meetings rooms must have vacated the room before the library closes.

Each meeting room will be equipped with a standard furniture arrangement of tables and chairs. Any rearrangement of library furniture must be made by members of the sponsoring group. The Library will make sure that any requested number of furniture or equipment items will be available in the room. Furniture must be returned to its original arrangement at the close of the meeting. All facilities must be left in the same configuration in which they were found.

Use of the auditorium includes the kitchen upon request. Refreshments must be limited to finger food and nonalcoholic beverages. Meeting room A/B has no kitchen facilities, therefore no refreshments or beverages may be served in this room.

Neither the name nor the address of the Goshen Public Library may be used as the official headquarters of an organization. The only exceptions are the Goshen Adult Literacy Program and the Friends of the Library.

A responsible adult (18 years or older) must be present at all activities held in the meeting rooms.

Goshen Public Library Board of Trustees, 11/17/92. Amended 10/98.

MEETING ROOM REGULATIONS

Please notify Audiovisual Services as soon as possible if a reservation must be canceled. Failure to do so may result in loss of future reservations.

If a group needs to prepare refreshments or set up the room, the time to do so should be included in the scheduling of the room. The best policy is to allow an extra half hour before and after a meeting for set-up and clean-up.

Activities should conclude fifteen minutes prior to closing (7:45 p.m. Monday-Thursday, 5:45 p.m. Friday, & 3:45 p.m. Saturday). Rooms must be cleared of people and straightened before the building closes.

Smoking is not permitted anywhere within the Library.

Parents attending meetings must adhere to the Library's unattended children policy. Copies of this policy are available at Children's Services.

Failure to comply with meeting room policies and regulations may result in cancellation of future meetings.

The maximum capacities of 150 people for the Schrock Auditorium, and of 36 people for Meeting Room A/B, are set by the Fire Marshall and must not be exceeded.