

Meeting Room Policy

Section 1. The Rooms. Goshen Public Library has two rooms used by the Library for its programs, events and meetings.

- The Anna Schrock Auditorium seats 80 people theater-style, or 32 in classroom set-up. Amenities include microphones, ceiling-mounted projector, podium and kitchenette.
- Meeting Room A/B is set up in a boardroom format and seats 16. Amenities include a smart TV and a podium.

Use by the Library has scheduling priority. However, when not in use by the Library, these rooms are available for use by entities other than the Library.

Section 2. Use by Other Governmental Agencies. As a matter of courtesy, the Library makes the meeting rooms available for use by other governmental entities.

Section 3. Public Use for the Benefit of the Community. Any other use of the meeting rooms must be free and open to the public; the meeting rooms are not available for private use by any entity other than a governmental entity including the Library. Any other use of the meeting rooms must be consistent with the Library's mission to "enrich lives, create connections, provide equitable accessibility, cultivate community partnerships, nurture reading and champion education and lifelong learning."

Section 4. Financial Transactions Prohibited. The meeting rooms are not available for the purpose of proposing or promoting commercial transactions (sales, employment interviews, solicitation of business, for example), nor are they generally available for noncommercial monetary transactions (fundraising, fee or dues assessment, taking up a collection, for example).

Section 5. Nondiscrimination. Goshen Public Library does not discriminate in making its premises available to the community on the basis of race, color, national origin, religion, gender, sexual orientation, age or disability.

Section 6. Requesting a Meeting Room. Meeting Room request forms must be completed and submitted at least two business days before the requested date. The contact person must be at least 18 years of age and have a valid Goshen or Elkhart resident or Goshen non-resident Library card in good standing. This person must be in attendance at the meeting,

checking in at the Audiovisual Services desk prior to the meeting and checking out when the meeting has concluded. Responsibility is not transferable. The form to reserve a room is available on the Library's web page or may be picked up at the Library. Requests for equipment or authorization to serve food must be included on the form. A group may request up to three meetings at a time, up to 90 days in advance. Meetings are scheduled during the Library's regular open hours. Meetings should typically not begin until at least 15 minutes after opening. The room must be returned to its original condition and vacated 15 minutes prior to closing.

Section 7. Security. If the Library Director determines that a proposed use of one or the other of the Library's meeting rooms poses a threat to the safety of persons or damage to Library property, the Library Director may require, as a condition for permission to use the room, that the applicant pay in advance for the employment of security personnel by the Library and that the applicant provide to the Library its insurer's certificate that its policy of general liability has been amended by a rider naming Goshen Public Library as an additional insured for the date or days of the applicant's proposed use of the room.

Section 8. Appeal. In the event that an application for use of a Library meeting room is denied, the contact person may request review of the application by the Library's Board of Trustees. A request for review should be addressed to the Board, but delivered to the Library Director. The review will be conducted at the next regular public meeting of the Board, but the applicant, Library Director, or Library Board President may ask that the review be deferred to a subsequent regular public meeting of the Board. At the review hearing, the applicant shall have the right to present evidence, to address questions to the Library Director or any other witness and to explain why, in the applicant's view, the denial should be reversed. The Board shall render a decision on the appeal in a reasonable timeframe.

Section 9. Use of Meeting Rooms.

- All attendees must abide by the terms of this policy as well as all Library policies, including the Safe Child Policy. The meeting must not interfere with the normal operation of the Library.
- Set-up is the responsibility of the group. The requested number of chairs and tables will be made available. At the end of the meeting, the room should be returned to its original condition. Set-up and clean-up time must be included on the request form.
- AV Staff will assist with set-up of equipment, but cannot guarantee functionality and compatibility of various components. It is strongly recommended that the group schedule a tour/training session prior to the event.

- No items may be attached to the walls, doors, or ceiling. Library equipment and furnishings must be protected from glue, paint, tape, heat, etc. Both the contact person individually and the group are responsible for any damage to library property and may be billed for cleaning made necessary for the group's use of the room.
- Beverages and pre-prepared finger foods are allowed in the Anna Schrock Auditorium. A coffeepot is available, but groups need to bring their own supplies, cups, etc. Simple refreshments such as individually packaged beverages and pre-prepared finger foods may be served in Meeting Room A/B, but if a group wants to brew coffee or make punch, the Anna Schrock Auditorium should be requested, as Meeting Room A/B does not include kitchen access.
- Alcoholic beverages, smoking, vaping, open flames or candles are not allowed anywhere in the Library.
- All press releases, promotional materials and other forms of publicity must contain the following statement: "This is not a Goshen Public Library-sponsored program."
- Groups wishing to show copyrighted films are solely responsible for obtaining written [public performance rights](#). Borrowing, renting and purchasing a movie does not carry with it the right to show the movie outside of the home.
- Use of the meeting room may be terminated at any time if the conduct of the group or any member of the group is disruptive or harmful to the facility, library materials, furnishings, or other individuals.
- The Library is not responsible for injuries to people, nor for the damage or loss of property belonging to individuals or groups using the meeting rooms.

Section 10. Cancellations. The Library reserves the right to cancel a meeting if the room is required for a Library program. As much notice as possible will be given. If a group needs to cancel, the Library should be notified as soon as possible to make the room available for other groups. Failure to notify the Library of a canceled meeting may result in denial of a request for future use of a meeting room.