

OPERATING PROCEDURE

SUBJECT: Meeting Room Guidelines

APPROVED BY: Senior Staff

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The Allen County Public Library (ACPL) has many meeting rooms available for public use. Options vary between branches and not all branches can accommodate meeting room use by outside groups or individuals at all times.

Library facilities and meeting rooms not being utilized for ACPL services are available on a first come, first served basis to individuals and groups meeting the required criteria. Space is subject to availability, yet every effort is made to accommodate as many individuals and groups as possible. 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 ACPL's *Facilities and Meeting Room Policy*.

I. Meeting Room Types

ACPL offers a variety of meeting rooms and spaces for use by individuals and groups. General information by room / space type is included below. More detailed information per library location, can be found at <https://acpl.libnet.info/reserve> or by calling a branch.

Small Group Study Rooms

- Available at all ACPL locations
- Room capacities vary by branch
- 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
- May be reserved for up to 2 hours at a time per group
 - *Special consideration may be given for longer uses by contacting branch staff*
- May be reserved up to 3 times per week per group
- May be reserved up to 1 month in advance
- Available for use during regular library hours
- Not subject to ACPL's meeting room cancellation policy.

Medium and Large Meeting Rooms

- Available at all ACPL locations
- Room capacities vary by branch
- Room fees vary by location and organizational type
- Must be reserved in advance
 - Unreserved rooms may be used on a first come, first served basis
 - Reservations with less than 72 hours' notice are subject to existing room set up and furniture availability
- May be reserved for up to 2 hours at a time
 - *Special consideration may be given for longer uses by contacting branch staff*
- May be reserved up to 4 times per month per group
- May be reserved 3 months in advance
- Available for use during regular library hours
- Subject to ACPL's meeting room cancellation policy

Other Options

- The Exhibit Gallery at the Main Library
- Reservation of the Great Hall and/or Outdoor Amphitheater is at the discretion of the Events Manager
- All options must be reserved in advance
- Typically available during regular library hours
- Other options require a library-provided Contract for Use / Agreement of Understanding
- Special events may require library-provided Contract for Use / Agreement of Understanding
- Subject to ACPL's meeting room cancellation policy

II. Agreements and Restrictions

Agreements

- Once approved, reservation times are final. Meetings may not be extended beyond the approved start and end times, and groups must vacate the rooms in a timely fashion.

- Individuals and groups must adhere to established room minimum and maximum capacities.
- Publicity (e.g., news releases, brochures, flyers, etc.) for a meeting/program/event
 - If not sponsored or co-sponsored by ACPL, publicity must not be worded in a manner which states or implies library sponsorship.
 - Must carry the name and phone number of the sponsoring organization. The Library cannot be identified as a sponsor, nor should the Library's telephone number be used as a contact number for the organization.
 - The street address of the ACPL Branch may be included in publicity as the location of the meeting/program/event (e.g., 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.
- Rooms and spaces must be left as they were found.
- Library equipment and furnishings, including tables and chairs, must be protected from damage by glue, paint, heat, etc.
- Users and participants shall indemnify and hold the Library harmless for the event.
- Users may be required to provide proof of liability insurance prior to the meeting/program/event.
 - The amount of insurance will be dependent upon the facility requested and scope of event.
 - The Library, in its sole discretion, will determine insurance requirements.

Restrictions

The following are prohibited in all ACPL meeting rooms and spaces:

- Red drinks
- Strong smelling odors
- Balloons with helium or helium tanks
- Tape on painted walls
- Candles and open flames
- Smoke machines
- Glitter or confetti
- Hanging items from the ceiling

Use of Library facilities and meeting spaces may be terminated at any time if the conduct of the individual, group, or any member of the group is disruptive to Library service or violates any ACPL policy. Failure to comply with these guidelines, the *Facilities and Meeting Room Policy*, and other ACPL policies or failure to cooperate with Library staff may result in the loss of meeting room privileges.

III. Fees & Additional Services

Fees and Charges

With the exception of the Main Library, most ACPL branch's meeting rooms and facilities are available at no charge to individuals and non-profit groups. Proof of non-profit status may be required.

There may be additional fees for special services provided when using branch meeting rooms. Please contact your branch to discuss options. Services and fees include:

Security Officer	\$50.00 per hour
Housekeeper	\$25.00 per hour
Room setup	\$25.00 per hour
A/V Tech support	\$40.00 per hour

The Library charges rental fees at the Main Library according to the "classification of use" as defined below. Within these classifications, reservations are filled on a first come, first served basis. **See ACPL's Schedule of Fines and Fees for costs and/or contact the Library for more information.**

"Class A" Groups and Rates

- Non-Profit groups and government agencies and departments for noncommercial use (i.e., no admission fee, vendor fee and/or donation is requested or received)
- Proof of Non-Profit status may be required
- Events may or may not be open to the public
- Events may occur during or outside of regular ACPL operating hours

"Class B" Groups and Rates

- Non-profit groups whose events or meetings involve admission fees, vendor fees, donations or a commercial use
- Proof of Non-Profit status may be required
- Events may or may not be open to the public
- Events may occur during or outside of regular ACPL operating hours

"Class C" Groups and Rates

- Businesses, private individuals, and private groups
- Admission or vendor fees may be collected and donations may be received during the events
- Examples of use include private parties, receptions, seminars and workshops
- Events may be held during or outside of regular ACPL operating hours

Additional Services

Parking

- Parking is free at most ACPL locations
- At the Main Library
 - Parking is free to Allen County residents with a library card
 - For out of county residents without a library card, parking is \$1/hour, with a maximum cost of \$7
 - Street parking may be available

Audiovisual

All Branches

- Projection screen

Only at the Main Library

- Auditorium light and sound
- Two-way video conferencing
- Audio and video technical support.

Security

- Library security staff are required for all events before or after regular ACPL hours.
- External security staff are required for all events containing alcohol
- 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.

Room Set-up

- With the exception of the Main Library, meeting room furniture set-up is the responsibility of the meeting room user.
 - The Main Library offers a number of basic furniture layouts and set-up options as part of regular meeting room use. More complex arrangements may be accommodated for an extra setup charge
 - **See ACPL's Schedule of Fines and Fees for costs and/or contact the Library for more information**
- All meeting rooms and spaces must be left as they were found.

Housekeeping and Maintenance

- All branches 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 be billed to the user.

Food and Beverage

- ACPL 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).
- ACPL does not have facilities for onsite food preparation.
- 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.
 - ACPL must approve all plans and circumstances under which alcoholic beverages are served. Alcoholic beverages may not be served during regular library operating hours. The meeting room applicant assumes responsibility for meeting all state and local liquor licensing and sales laws, and will provide such licensing, upon request, to the Library.

- Groups seeking permission to provide alcohol must notify Events Manager 30 days in advance

IV. Scheduling a Meeting Room

Reservations should be made using the Library's online reservation system, which is located on the Library's website at <http://www.acpl.info> or <https://www.acpl.lib.in.us/reserve-room>. Reservations may also be made by calling an ACPL branch.

When booking a reservation, you will need to have the following information:

- Booking Type
 - Branches: Individual/Small Group Study & Meeting Rooms
 - Main Library: Individual/Small Group Study Rooms
 - Main Library: Access Fort Wayne Studios and Booths
 - Main Library: Class A (Non-Profit Groups/Individuals)
 - Main Library: Class B (Non-Profit Groups/Individuals + Fees)
 - Main Library: Class C (For Profit Groups/Individuals)
- Booking date(s)
- ACPL library card number and pin
 - Those without an ACPL library card will need to call or stop by any ACPL location for assistance
- Group Name of the reservation
 - NOTE: This is for internal ACPL use
- Booking Title of the reservation
 - NOTE: This title may be publicly displayed on signage for wayfinding purposes

Once you have finished filling out the online request form, an initial email/text message will be sent to the person submitting the request. **NOTE: This is a general confirmation indicating the request was submitted.**

A second email/text message will later be sent **confirming or declining** the reservation request.

V. Canceling a Meeting Room

If an individual / group must cancel a room reservation, due to the high demand of our meeting spaces, we request the individual / group to cancel at least 24 hours before the scheduled reservation. This gives us an opportunity to offer the meeting space to another resident.

Cancellations may be made via email to ask@acpl.info or 260-421-1200.

Cancellations made less than 24 hours before a reservation at the Main Library will be subject to a rebooking fee of \$50.

VI. Emergency Cancellations

In rare instances where the Library has an emergency need to use a reserved space, Library staff will make every reasonable effort to assist the individual / group in rescheduling to another date or finding a meeting room at another ACPL branch to accommodate the need.

In the case of closures due to weather or other unforeseen circumstances, ACPL will make every effort to contact, via phone or email, the individual who reserved the meeting room. Individuals / Groups who book the room are responsible for notifying meeting attendees of the cancellation. During severe weather events, please call the branch for operating status updates.

ACKNOWLEDGEMENT

I, the undersigned, hereby acknowledge I have read, understand, and agree to all of the terms and provisions of these Meeting Room Guidelines and the Facilities and Meeting Room Policy.

I agree to comply with all applicable qualifications, rules, policies and procedures as determined by Allen County Public Library and all federal and state laws.

Name of Meeting Room Renter (Please Print): _____

Signature of Meeting Room Renter

Date

Phone Number

The ACPL Employee has collected the following:

- Signed Agreement Proof of Non-Profit Status Meeting Room Fee Housekeeper Fee
 Room Set-up Fee Security Officer Fee Certificate of Insurance (if applicable)

Employee Signature: _____

Date: _____