

Heyworth Public Library District Meeting Room Policy

Heyworth Public Library District values the pursuit of individual and community goals by ensuring the open exchange of diverse materials and ideas. In support of our values and our mission, HPLD makes the Community Room available for public uses which support and further our mission.

Availability and Use

The Community Room is available for reservation at the following times:

- Monday and Thursday: 10:15 a.m. to 7:45 p.m.
- Tuesday (June – August): 10:15 a.m. to 4:45 p.m.
- Tuesday (September – May): 1:15 p.m. to 7:45 p.m.
- Wednesday and Friday: 10:15 a.m. to 4:45 p.m.
- Saturday: 10:15 a.m. to 3:45 p.m.

All groups must be out 15 minutes prior to the library's closing time.

Priority for any meeting room is given first to library and library-sponsored or co-sponsored functions.

The library makes its meeting rooms available for:

1. Meetings of municipalities, agencies, or departments of local government located within the library boundaries;
2. Meetings of organizations whose purposes are educational, cultural, or civic in nature and/or classified as a non-profit 501(c)(3);
3. Businesses within the district boundaries in need of space to conduct a meeting.

The library's meeting room may not be used for:

1. The sale or promotion of commercial products or services, except in conjunction with a library-sponsored event or program. This includes informational or educational offerings held for the ultimate purpose of soliciting sales or commercial products or services;

2. Social meetings or private parties, including, but not limited to birthday and graduation parties, and showers;
3. Groups who have no members residing within Heyworth Public Library boundaries;
4. Religious worship services or proselytizing; or
5. Any illegal activities.

Permission to use the meeting room does not imply endorsement of an outside organization by the library and groups may not state or imply library sponsorship when publicizing the event. Any communication and advertising must clearly state: Event not sponsored by Heyworth Public Library. All meetings must be open to the public.

General Rules and Regulations

1. Use of the Heyworth Public Library meeting room shall be in accordance with Article VI of the ALA Library Bill of Rights.
(<https://www.ala.org/advocacy/intfreedom/librarybill>)
2. The Heyworth Public Library complies with the Americans with Disabilities Act by making reasonable accommodations for people with disabilities and all patrons holding public meetings are responsible for complying with the provisions of the Americans with Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.
3. Any groups wishing to show a film or documentary must provide the library with proof that they have obtained the public performance rights for the movie.
4. Storage is not available before or after room use. The library is not responsible for the safety of or damage to personal property.
5. The meeting room may not be used for the sale, advertising, solicitation, or promotion of any products or services. Admission or fees of any kind may not be charged. Donations may be taken if approved in advance by the Director.
6. Organizations meeting in the library may not use the library as a mailing address or telephone number. The telephone facilities of the library shall not be available to the persons meeting in the building.
7. Smoking and the use of e-cigarettes, food, and alcoholic beverages are not permitted. Covered beverages are permitted.

8. Excessive noise or disruption to the functions of the library are not permitted. All those present must abide by the library's Rules of Conduct Ordinance (https://heyworthlibrary.com/wp-content/uploads/2024/08/Ordinance_14-5_Conduct.pdf)
9. The use of hazardous materials or incendiary devices (including candles) is prohibited.
10. Bringing animals, other than service animals necessary for a disability, into the library is prohibited, except as authorized by the Director.
11. Posted occupancy limits must be observed and enforced by the signee.

Reservation Process

Reservations for the Community Room must be completed by a Heyworth Public Library resident 18 years or older with a valid Heyworth library card in good standing.

The requestor must be present during the entire event. A second requestor may be added to the reservation and the room reservation may be transferred to that person. To preserve the confidentiality of the signee, the library will only speak to the cardholder or alternate cardholder who reserved the room regarding the reservation. The library has full discretion to approve room usage.

Heyworth Public Library District residents may not reserve the meeting rooms for more than 12 meetings in one 365-day period. The use of the meeting room shall be subject to the following restrictions:

1. Reservations must be made in person or online at www.heyworthlibrary.com at least three days prior to the event.
2. Meeting rooms may be booked two months in advance.
3. The person reserving the room must choose from standard set-up options. Special set-ups are not available.
4. Access to the meeting room will not be granted before the agreed start time of the reservation and must be vacated by the agreed end time. Failure to vacate on time will incur fees and/or revocation of meeting room privileges.
5. Once the room reservation has been confirmed, the reservation will be honored unless the group violates the conditions set forth for the use of the room or in the event of an emergency. The library reserves the right to modify this policy and to cancel any reservation due to unforeseen circumstances.

6. A brief orientation will be provided by library staff at the start of every event. Library staff will not be available to operate equipment for the duration of the event, but will review how to use the equipment in the room during orientation.
7. Patrons are encouraged to cancel reservations at least 24 hours in advance. Any group that fails to show up for their reservation or fails to cancel their booking prior to the start time of their reservation may lose future meeting room privileges.

Fees & Fines

Fees and fines will be added to the patron's library card and may be paid at the Circulation Desk or online through My Account.

- Room Reservation: There is no fee to reserve the meeting room.
- Food: Covered drinks are allowed, but the library reserves the right to charge a fine of up to \$100 and revoke future meeting room privileges if food is present during an event.
- The library reserves the right to charge additional fees if needed to ensure compliance with any applicable local, state, or federal laws or in the interest of safety.

Equal Opportunity

Meeting rooms are available on an equitable basis to community groups regardless of beliefs or affiliations of the group. The library does not guarantee availability to any individual citizen or group.

Liability

The organization or individual agrees to indemnify and hold harmless the Heyworth Public Library District from any loss, cost, expense, or damage occasioned by the use of the meeting room.

In addition, each group or organization using the library meeting room shall be responsible for damage to the room and its contents, including any library equipment, used by the group. A charge will be assessed for any special cleaning or repairs made necessary by a group. The full cost of repairs, up to full replacement costs of damaged materials and equipment, will be assessed.

Withdrawal of Privileges

Failure to abide by the requirements and regulations set forth in this policy will result in a possible charge or revocation or meeting room privileges.

Updated: November 12, 2024



President, Board of Trustees



Secretary, Board of Trustees

Approved 05/14/2014
Updated 11/12/2024

Heyworth Public Library District
Meeting Room Request Form

Name of organization requesting the room: _____

Contact Person: _____

Phone: _____

Library Card Number or State ID/Drivers License Number: _____

Home/Business Address: _____

Date of Meeting: _____

Start Time: _____

End Time: _____

Number of guests: _____

I have read and agree to abide by the library's Meeting Room Policy.

Print Name

Signature

Date: _____