

Meeting Room Policy

The Bremen Public Library Board of Trustees welcomes the use of the library meeting rooms to groups of community citizens. The major mission of the library is to provide for the informational, cultural, educational, and recreational needs of its people. Therefore, the Library Board believes that the library should serve as an open forum for providing and exchanging information, and it is expected that the meeting rooms will be used to accomplish this goal. However, the fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs.

Booking

- A signed application agreeing to our policies must be on file (application is valid for one year).
- Meeting rooms will be scheduled in advance upon receiving a completed application.
- Reservations may be taken up to three months in advance.

Availability

- All library programs requiring the use of the meeting rooms have priority over outside group meetings at all times.
- Meeting rooms may be used only during normal operating hours (exceptions require approval from the Library Director).
- Rooms must be vacated 15 minutes before the library closes. Set-up time and take-down time will be included in the reserved time.
- Meeting rooms are not available if the library is closed due to an emergency or inclement weather. If the library closes, an attempt will be made to contact the meeting room users affected by such closure. However, it is the responsibility of the group representative to monitor closings.
- Each group may request a maximum of three meetings per month.

Use Fees

- Non-profit organizations reserving meeting rooms will not be charged a use fee.
- The library may require proof of a federal tax exemption at any time.

- For-profit organizations reserving the meeting rooms will incur a standard use fee of \$50 for the Large Meeting Room, \$25 for the Small Meeting Room, per visit.
- Fee must be paid prior to the meeting.
- No general admission fee may be charged for any program held in the meeting rooms, nor may any voluntary offering, solicitation, or collection of funds be made. However, groups may charge participants a fee to cover the actual costs (i.e. printed materials or supplies used at the meeting) needed to conduct the program.
- Buying and selling of products or services is not permitted. Library-sponsored events taking place in meeting rooms are excluded from this restriction.
- Meeting room users are expected to leave the room clean, tidy, and organized.
- Each group assumes full responsibility for any damages or excessive clean-up incurred from the use of the meeting room. Abuse of the facilities will be sufficient cause to deny further use. A bill will be sent to the group representative, with compensation (based on replacement cost, labor, or both) to be received within thirty days.

Refreshments and Supplies

- Light refreshments and non-alcoholic beverages are allowed. Any equipment or food brought in should be promptly removed after the meeting. Equipment provided by the library may be used but must be left clean and in the same condition.
- The library does not offer equipment to meeting room users beyond those items indicated on the reservation form.
- No provision can be made for the storage of equipment to be used by regular users of the meeting rooms.
- Each group is responsible for setting up the room to its specifications. Each group is also responsible for restoring the room to its original setup when the meeting is over.
- Groups must provide their own paper products, dishes, serving supplies, and silverware.
- Beverages containing red, purple, or orange dye are prohibited.
- Smoking is prohibited in all areas of the library. This includes electronic cigarettes.



- No liquid glue, paint, sand, or glitter is allowed in the meeting rooms.

Terms of Use

- The person responsible for the room must be 21 years of age or older. Youth groups must be organized and supervised by an adult in attendance.
- Children should not be left unsupervised throughout the building at any time.
- Users of the library's meeting rooms must follow the Bremen Public Library Code of Conduct and all other library policies.
- The library reserves the right to terminate a meeting or deny future reservations to any group or individual who does not follow library policies and procedures.
- The library reserves the right to preempt any event for an emergency or library circumstance. In such rare instances, the library will make every reasonable effort to give notice and assist in rescheduling.
- Meeting rooms may not be used for social functions such as birthday parties, reunions, anniversaries, holiday parties, etc.
- Political groups may use the meeting rooms for non-partisan or bi-partisan programs of an educational nature. Religious groups may use the rooms for non-sectarian or interdenominational meetings or programs.
- The library assumes no responsibility for any personal belongings of persons attending meetings.
- Per Indiana Fire Code, lighted candles are not permitted.
- If a meeting is canceled, the library should be notified at earliest possible date, preferably a week in advance. Future reservations may be denied to any group who fails to show up without prior notification.
- Meeting room users must take care not to imply library endorsement or sponsorship in their promotional material and/or public advertisement of their event taking place in the library's meeting rooms.



- Handouts, pamphlets or other materials may be distributed only to those attending the meeting and may not be placed outside the meeting rooms (affixed to doors, windows, walls) or left for general distribution in the library.
- The Library Board has vested the Director with the authority to supervise meeting room use and interpret these policies. The Director shall have the right to waive the regulations whenever it is in the best interest of the library or the community to do so. The Board of Trustees reserves the right to alter or waive the rules.
- This statement of policy is subject to amendment at any time by the Bremen Public Library Board of Trustees.

Rooms to Reserve

Small Meeting Room

- a. Seating for 10 to 12
- b. 48"x120" table
- c. Small kitchenette with sink
- d. Coffee maker
- e. 4'x6' magnetic glass dry erase board
- f. 55" TV
- g. Video conferencing system
- h. Conference table has connections for power and HDMI connection to the TV

Large Meeting Room

- a. Furniture available:
 - 76 – chairs
 - 20 – 24"x60" rectangular folding tables
 - 6 – 60" dia. folding tables
- b. Capacities by layout (see attachment)
 - Seating capacity of 76 (chairs only, no tables)
 - Classroom seating capacity of 38 (rows of tables and chairs facing the front of the room)
 - Seating capacity of 36 (set up as 3 large rectangle tables)
 - Large conference seating capacity of 28 (tables arranged in a large rectangle with chairs around the perimeter
 - ◆ Reduces to 24 if no chairs have their back to the screen
 - Banquet/program seating capacity of 48 (round tables with 8 chairs at each)
 - ◆ Reduces to 36 with 6 chairs at each table
- c. Kitchenette with sink



- d. Refrigerator/freezer
- e. Microwave
- f. Coffee maker
- g. Projector and 119" screen
- h. Video conferencing system
- i. 4'x6' magnetic glass dry erase board

Additional Spaces: First-Come, First-Served

The library offers spaces on a first-come, first-served basis, which are designated for purposes of a quiet nature. Anyone may use the rooms with no fee. The rooms shall not be used on a regular basis to conduct business at the library (essentially becoming office space for individuals or businesses). No food or beverages allowed.

Study Room 1

- a. Seating for 2
- b. Built-in countertop
- c. No A/V provisions

Study Rooms 2 and 3

- a. Seating for 4 in each
- b. 42" dia. table in each
- c. 3'x4' magnetic glass dry erase board in each
- d. No A/V provisions

Back Porch

- a. Seating for 4
- b. 36"x60" table
- c. 4'x6' magnetic glass dry erase board
- d. No A/V provisions

Adopted by the Bremen Public Library Board of Trustees – April 27, 1992
Amended by the Bremen Public Library Board of Trustees – April 29, 1996
Amended by the Bremen Public Library Board of Trustees – October 29, 2018
Amended by the Bremen Public Library Board of Trustees – March 28, 2022



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Name (Printed) _____

Name (Signed) _____

Name of Organization _____

Phone Number _____

Email Address _____

Date _____