

Wakarusa-Olive, Harrison Township Public Library Dr. Robert Abel Meeting Room Policy

The Library Board of the Wakarusa Public Library recognizes the need for groups within the community to reserve the use of the Meeting Room for public gatherings. In keeping with the library's mission to support the educational, professional and recreational needs of the community it serves, the Library Board permits the use of the meeting room to RESIDENT* groups at no charge provided that they follow the prescribed rules and procedures. NON-RESIDENT* groups will be assessed a basic rental fee of \$40.00 an event. ALL private gatherings (Resident and Non-resident) such as anniversary, birthday, or open houses will be charged the rental fee. Persons or groups attempting to sell completed products or services for profit will be denied use of the room. Groups with special situations not falling into the above categories can be granted use of the room by the library director.

* RESIDENT groups have 50% or more members residing in Olive and/or Harrison Township. NON-RESIDENT groups, conversely, have less than 50% membership residing in these townships.

Library sponsored programs and events will take priority over all programs.

The FOLLOWING CONDITIONS MUST BE MET by any group reserving use of the meeting room:

1. The person reserving the room will do so by contacting library staff no earlier than three months prior to the event. No payment is necessary to reserve the room. The group name will be placed on the reserve calendar provided all conditions herein defined can be met. He/she accepts responsibility for any damage to the room or its contents by signing this reserve document.
2. The door key must be picked up the day of the event. (Sunday reserves will require special arrangements.) This party signs the reserve document also to accept responsibility for the proper use and return of the key.
3. Persons reserving the meeting room must be 21 years or older. A responsible adult must be attending the event for which the room is reserved.
4. Once payment for use of the meeting room is made, there are no refunds.
5. Alcoholic beverages or illegal drugs are not permitted on library property. Smoking is prohibited inside the library building.
6. Nothing shall be attached to the wall. The piano, art prints, or other wall displays are not to be moved. If you wish to use the piano please request that it be unlocked for your group.

7. There will be no general admission charged to the event. Buying or selling of goods is not permitted. (Special situations may exist for Library and Friends of the Library activities.)

8. Food service is limited to light refreshments. No carry-in meals or buffet dinners/lunches will be permitted. GROUPS MUST PROVIDE THEIR OWN FOOD SERVICE UTENSILS AND EQUIPMENT.

9. The room must be vacated by 10:00 p.m.

10. Furniture and equipment needed for a meeting should be reserved at the time the room is reserved. There are eleven tables (6 feet long), 50 chairs, and 18 folding chairs available for use. A video/computer projector and overhead projector are available for use with a wall-mounted screen. Ask for instructions from the Library staff before using the audio-visual equipment. Library staff will make chairs and tables available for groups to set up themselves. The chairs and tables should be taken down and left in the same manner as they were found when the meeting is completed.

11. Events held when the Library is closed will use the east door only. The main door to the south will be locked and there will be no access to the interior of the Library except for the restrooms and hallway next to the Meeting Room.

The Library Board is authorized to deny use to any group that is disorderly, or in violation of any of the above regulations.

Before leaving make sure:

1. All lights in the Meeting Room, hall and restrooms are turned off.
2. The restrooms have been vacated and the toilets flushed.
3. All areas used by your party are left in a neat and orderly arrangement.
4. Outside door remains locked at all times. Wood blocks are provided to prop open the door during your event. When leaving make sure the door is securely shut. Leave the key on the piano in the Meeting Room.

I have read the Meeting Room Policy, understand its contents, and accept responsibility for the use of the Dr. Robert Abel Meeting Room at the Wakarusa-Olive, Harrison Township Public Library.

Name of responsible party _____

Date _____ Group/organization/event _____

*This signed form stays in effect until December of the current calendar year. Each year a new form must be signed.