

Meeting Room Policies

Statement:

The Shelby County Public Library Board of Trustees is pleased to offer to local organizations and individuals the use public meeting rooms in The Shelby County Public Library and the Carnegie East Wing Annex.

Note, however, that the library's use of meeting rooms takes precedence over all other uses. Nonprofit or for-profit groups using library rooms does not imply or endorse any of the groups' activities, beliefs, or policies by library staff members.

Hours and Fees:

Rooms may be used during regular library hours and must finish 15 minutes before closing time.

- In Shelbyville, rooms are available from 9 am to 8:45 pm Monday through Thursday, 9 am to 6:45 am Friday, and 9 am to 4:45 pm Saturday.

Fees for all activities, subject to the Library Board of Trustees, are:

1. Not-for-profit groups, \$20 for up to 4 hours; after 4 hours, there is an additional \$10 charge
2. Not-for-profit groups meeting regularly, monthly or more frequently, may pay:
 - a. For entire year: 50% discount
 - b. For quarter, 25% discount
3. For-profit groups, \$45 for up to 4 hours; after 4 hours, there is an additional \$20 charge.
4. All for-profit groups will be charged \$45 each time they use a room, and the addition \$20 charge for more than 4 hours remains in place.
5. An additional fee of \$10 for computer/AV equipment use will be charged. Minimal help is available for computer/AV equipment.

Rooms Available:

Carnegie East Wing: (Annex): Rooms A, B, and C; 35-40 people if using tables and chairs;

Foyer: 10 people

Shelby County Public Library: main Meeting Room; 35-50 people if using tables and chairs

- **Youth Department:** Resource Room, 10 people

Reserve a Meeting Room:

Rooms for Tutoring, Homeschooling, or Supervised Visits

No charges for these visits.

1. Youth Department: Resource Room: 10 people
2. Foyer, Carnegie East Wing: 10 people
3. If damage occurs, you will be responsible for repair or replacement costs.

Reserve a Schooling/Visiting Room:

Reservation Payments:

1. Any room reservation is tentative until payment has been received.
2. If someone else brings a payment first and wants to use the room that has been reserved but NOT paid for, the tentative reservation will be removed. Tentative reservations may be made by phone and/or completed electronic registration.
3. *In Shelbyville:* If two groups try to reserve the same room at the same time and day, the smaller group will be asked to consider another location, such as The Foyer at the Carnegie East Wing. Otherwise, assignments to the room are on a first-come, first-served basis.
4. If you need access to kitchenette services, please indicate this at the time of reservation.

Cancellations:

1. The library can cancel scheduled meetings for urgent library needs. Every effort will be made to give at least one week's notice.
2. If an organization much cancel, the library should be notified as soon as possible for a refund or rescheduling. If less than 48 hours' notice, the library will not give a refund. The organization will be refunded after the Board of Trustee Meeting, which are usually the first Thursday of the month. There will be a \$5 charge for cancelling and not rescheduling.
3. The library reserves the right to close the library for impending weather and will make every effort to contact the person or organization that reserved the room.

Rental Requirements:

1. Smoking, alcoholic beverages, illegal substances, candles, and other fire-lit materials are not permitted on library property.
2. Groups and individuals using the meeting rooms are guests of the library and their use of the space should reflect that understanding. Persons attending activities in the meeting rooms are subject to library policies. Use of a meeting room should not distract other library patrons.
3. All activities shall comply with the ordinances of either the city of Shelbyville or the town of Morristown, state laws, and state regulations. The library director or supervising library employee may terminate any activity or use in progress that violates this policy, endangers the use of the facility, or general library operation
4. Meeting should not be publicized in a way that suggests the library sponsors or is affiliated with the group. Publicity notices promoting a meeting or event scheduled by an outside group or organization **MUST** include the following disclaimer: This event is not sponsored by The Shelby County Public Library.
5. Contact information for the organization should be included in all publicity. The library will not serve as a liaison for those using the meeting rooms.

Damages

1. Any damage caused to the facility and/or equipment must be compensated for within 30 days at replacement cost and, if necessary, labor cost.
2. A bill will be sent to the presiding officer of the organization and/ or contact person who rented the room.
3. In the event that the organization refuses to reimburse the library, the contact person will be held responsible.

(Effective June 2, 2022)