

## [Monroe County Public Library Meeting Room Policy](#)

The Library is a designated public forum and provides meeting rooms for public use. The Meeting Room Policy is developed in accordance with the Library's mission. Meeting rooms are available, free of charge, to all Monroe County organizations and local units of government on equal terms regardless of opinion or affiliation. The Library welcomes the use of meeting rooms by community groups and organizations engaged in educational, cultural, intellectual or charitable activities. Some rooms are also available to local businesses for a fee established annually by the Board of Trustees in the Library's fee schedule.

Permission to use a meeting room does not constitute an endorsement by the Library of a point of view being expressed. Except as a designation of location, the name of the Library may not be used in any publicity relating to use of the meeting rooms. A group may not use the Library logo in any form or identify or imply that the Library is a sponsor.

This policy is for use of the Library for outside groups and does not apply to Library programs, Library-sponsored programs, or approved use by Library-affiliated-groups.

### **Conditions of Use and Policies**

- Read and accept the meeting room policy
- Possess an active Monroe County Public Library card or driver's license (for business use).
- Be a nonprofit organization, unit of government, or business operating in Monroe County
- Meeting rooms are only available during hours the Library is open to the public.
- All meetings are free and open to the general public unless the reserving group has noted otherwise in the reservation.
- No charge may be made for admission and no freewill collection may be made in the Library. Items, services, and memberships may not be sold or promoted. Fundraising events are prohibited.
- Groups showing copyrighted movies in the Library are solely responsible for obtaining written public performance licensing rights. Borrowing, renting, or purchasing a movie does not carry with it the right to show the movie outside the home.
- Meeting rooms may not be scheduled for individual use or social gatherings such as private parties.
- The Library's art display policy shall apply in a meeting room when it is being used for an art exhibition.
- Use of meeting rooms for Library programs and Library-affiliated programs takes precedence over use by outside groups.

### **Reservations and Cancellations**

- Meeting rooms can be reserved online, by telephone, or in person.
- Groups are limited to 24 reservations per year.
- Meeting room reservations may be made up to 90 days in advance. To request reservations less than 72 hours in advance contact the Downtown Library administration office, Monday–Friday, 9 AM–5PM, via email [meetingrooms \[at\] mcpl.info](mailto:meetingrooms@mcpl.info), or by telephone at (812) 349-3050 ext. 1000, to ensure that meeting room use is approved.
- It is the responsibility of the nonprofit organization or unit of local government to contact Library administration if a meeting has been canceled. If Community Access Television Services (CATS) is scheduled to record a public meeting, the organization must also notify CATS of the cancellation.

### **Library Reserves the Following Rights**

- Share the contact information of any individual/organization that books a meeting room, if a request is made by a member of the public.
- Preempt or reschedule meetings when the Library needs the meeting room space.
- Refuse or discontinue any use which is disruptive to the normal operation of the Library, destructive to the building or equipment, fails to follow the Library's behavioral rules, or if information is falsified on the

- meeting room application. Meeting room use that generates excessive noise will be considered disruptive.
- Allow staff to enter any meeting room to ensure adherence to Library policies and to ask groups to vacate the building before Library closing.
- Cancel scheduled meeting room use when Library policy has been or will be violated.

## Use by Businesses

Businesses operating in Monroe County may reserve meeting rooms for a fee established by the Board of Trustees in the annual [fee schedule](#).

- Payment for use by a local business is due when the reservation is made.
- It is the responsibility of the business to contact Library administration when a meeting has been canceled. If a business cancels a reservation less than 24 hours before the meeting was scheduled, no refund will be made. The Library will refund fees as follows:
- 100% of the fee if a business cancels a reservation 24 hours before the meeting was scheduled.
- 100% of the fee if the Library cancels the meeting at any time.

## Facility Setup

- Each meeting room has a set configuration and meeting room users are responsible for meeting room and equipment setup and cleanup. The Library provides no setup at any of its locations. If a group decides to use a different room setup, the room must be returned to its original configuration upon departure.
- Groups that have questions about Library meeting room equipment, or auditorium setup and use, should plan to visit the Library between 9 AM and 5 PM, Monday through Friday, and/or schedule a training session with the Meeting Room Coordinator (812) 349-3050 x1000, [meetingrooms \[at\] mcpl.info](mailto:meetingrooms[at]mcpl.info), at least one week before the event.
- The Library is not responsible for the loss of and/or damage to equipment or materials owned by groups. The Library cannot store supplies or equipment belonging to a group. All materials left are turned into lost and found.
- Light refreshments may be served during meetings in all public meeting rooms. The group using the room must provide supplies and equipment for serving refreshments. The Downtown and Ellettsville locations do not have public kitchen facilities.

## Meeting Room Usage Subject to Additional Fees

- If a group fails to leave a meeting room or equipment in its original configuration and condition, or does not vacate the room by the scheduled reservation time, it will be charged a fee, as approved by the Board of Trustees in the fee schedule.
- If additional cleaning or security personnel are required, fees are applicable as approved in the fee schedule.

Approved by the Library Board of Trustees October 20, 2021

Updated October 21, 2021

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(function() { var x = document.createElement("script"); x.type = "text/javascript"; x.async = true; x.src = (document.location.protocol === "https:" ? "https://" : "http://") + "libraryh3lp.com/js/libraryh3lp.js?14734"; var y = document.getElementsByTagName("script")[0]; y.parentNode.insertBefore(x, y); })();
```

[Ask a Librarian](#)

[Contact Us](#)

[Hours & Locations](#)

[Downtown Library](#) | [812-349-3050](tel:812-349-3050)

303 E. Kirkwood Avenue, Bloomington, IN 47408

[Ellettsville Branch](#) | [812-876-1272](tel:812-876-1272)

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