

## Bell Memorial Public Library

Stephen Boggs, Director



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### MEETING ROOM POLICIES

The Bell Memorial Public Library Board welcomes the use of the meeting rooms by responsible groups and organizations. A major goal of the Library is to provide for the informational, recreational, cultural and educational needs of the community, and it is expected that the room 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 and beliefs.

Only the Library or Library related groups may sponsor fund-raising or purely social programs in the Library.

The meeting rooms are open to non-profit and noncommercial groups free of charge with the meetings required to be open and free to the public. Non-profit organizations are required to present proof of their non-profit status. There is no charge for the meeting rooms for non-profit meetings open and free to the public for residents of Harrison Township and those who have valid Bell Memorial Public Library cards but donations are always welcome.

There is a charge for meetings that "may be closed" to the public or "restricted" (See Room Charges). Groups paying a fee to use the meeting room may collect fees from participants only to reimburse a speaker, room rental, or to defray the cost of materials and or equipment.

No general admission may be charged to anyone attending a meeting in the meeting rooms. Groups may, however, restrict meetings to their own members and make normal collection of the dues/fees from their own members. No buying or selling of products or services is permitted on Library property, except in support of the Library.

Any publicity prepared by an organization about its meeting, i.e. brochures, fliers, radio and TV announcements, must carry the name of the organization sponsoring the meeting. The Library may not be identified as a sponsor. In any publicity, the Library name must be given as, "Bell Memorial Public Library", 101 W Main Street, Mentone, IN. The Library telephone number may not be given for information access to the group.

No activity shall be permitted on the Library premises, which shall in any manner be potentially or directly disruptive to the function of the Library.

Library sponsored and related groups have preference over all other requests for their meetings and programs. The Library reserves the right to revoke reservations for the meeting rooms at any time for Library functions; notice of such revocation will be given no less than two weeks prior to the date of reservation.

## GUIDELINES FOR USE OF THE MEETING ROOMS

Groups are encouraged to reserve rooms at least two weeks in advance. Applications for space use must be made on the Library forms provided.

The official representative who signs the agreement must be 18 years of age or over.

The meeting rooms are available only during the Library's business hours for entities not associated with the Library. Group meetings must adjourn fifteen minutes before the Library's closing time for that day.

If a meeting is canceled, the Library shall be notified at the earliest possible date.

Emergency closing of the Library will be announced on WRSW 107.3 FM and WRSW 1480 AM. The Library will make an attempt, but does not promise to reach the contact person for the group.

Children and young adults must be supervised at all times by at least one adult. One adult per ten children or young adults is preferred.

Music and noise must be kept to a reasonable level as determined by Library personnel.

Groups are responsible for setting up and putting away tables and chairs; for leaving the room, restrooms, and accessible areas in a neat and orderly condition; removing trash and debris from the building; vacuuming the carpet; and turning out the lights prior to leaving the building. The room should be returned to the standard set-up. Guidelines are posted for cleanup.

The Library believes that serving light refreshments, such as coffee, punch, carbonated beverage and food should meet the needs of the applicant. Grape juice, red or orange beverages are prohibited.

Audio-Visual equipment owned by the library is available at no charge for use and may be reserved. Any other special equipment or supplies must be cleared when reservation is made. No provision will be made for storage of equipment and supplies.

The Library does not have staff available for loading, unloading, or carrying of group's materials. This is the sole responsibility of each group.

Bell Memorial Public Library is a non-smoking facility. No alcoholic beverages, or abusive substances of any kind are permitted on Library property. Open flames are prohibited -

### ALL STATE FIRE AND HEALTH LAWS SHALL BE OBSERVED.

Animals, except for guide dogs, will not be allowed in the room unless permission is secured in advance.

The Library is handicap accessible.

Any unusual expenses incurred by the Library due to the meeting of a group will be charged to *that group*.

The Library assumes no liability for any loss or damage of property or injury to people arising from the use of the rooms by the applicant, its members and guests.

Maximum capacity of the Bell X-I Room is 144 theater style and 70 classroom style. Maximum capacity of the large conference room is 20 theater style and 10 classroom style.

Failure to comply with meeting room policies and regulations may result in cancellation of future meetings.

The Library Board is the sole arbiter of any questions as to which groups may meet on its property.

Your cooperation in helping us protect your Library will insure our ability to serve you and your organization for years to come.

The Mentone Senior Center and the Bell Memorial Public Library Friends are identified as Library related groups.

**Room Charges**

Not-for-profit – no charge

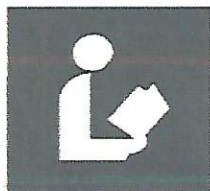
Local Private – \$35.00 charge + \$35.00 deposit. User will receive back a check from BMPL for \$35.00.

Out of area private. – \$50.00 charge + \$50.00 deposit. User will receive back a check from BMPL for \$50.00

elements will be available as a form for user acceptance and signature.



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APPLICATION FOR MEETING/CONFERENCE ROOM USAGE

Date Submitted: \_\_\_\_\_

Room: Bell X-1 (capacity 144) \_\_\_\_\_ Conference Room (Capacity 40) \_\_\_\_\_

Day & Date Needed: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Is access to room needed previous to start time? (Please list amount of time needed) \_\_\_\_\_

Group/Company: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

(office)(home)(cell)

Email address: \_\_\_\_\_

Expected attendance: Adults \_\_\_\_\_ Children: \_\_\_\_\_

Equipment requirements Tables: \_\_\_\_\_ Chairs: \_\_\_\_\_ Video Proj: \_\_\_\_\_

Laptop Computer: \_\_\_\_\_ Microphone/Speaker: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Food or beverages will be served: ? Yes ? No  
(Please see guidelines for food/beverages in room policy)

Event will be open to public: ? Yes ? No

Admission limited to members of organization: ? Yes ? No  
(please note that the library staff will not set the room up for you)

Media will be invited: ? Yes ? No

Event: Open to the public: ?Yes ?No

Room Charges. Please make checks payable to the Bell Memorial Public Library

Fee Required: ?Yes ?No \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Liability Waiver/Indemnification Agreement**

**All users are required to return room to a clean state previous to departing. This includes vacuuming the carpet, cleaning the counters/sink and taking out the trash (dumpster is behind building).**

**Users who do not clean-up room after usage will be charged a considerable cleaning fee.**

I have received, read, understood and agree to comply with the Bell Memorial Public Library meeting room policies.

I hereby fully release and discharge the Bell Memorial Public Library, its officers, agents and employees from any and all claims from injuries, including death, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with, the above meeting(s) in the Bell Memorial Public Library.

Applicant Name Printed: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant Date: \_\_\_\_\_

Organization  
Name: \_\_\_\_\_

Note: Library retains original application, applicant should be given a copy for their records.

*Library Use Only:*

*Application Received by:* \_\_\_\_\_ *Date:* \_\_\_\_\_

Confirmed (date) \_\_\_\_\_

Was applicant given copy of meeting room policies? \_\_\_\_\_

Room Inspection (date) \_\_\_\_\_ By: \_\_\_\_\_