



Crawfordsville District Public Library
205 S. Washington St.
Crawfordsville, IN 47933

(765) 362-2242
FAX (765) 362-7986
www.cdpl.lib.in.us

Meeting Room Rules and Regulations

Meeting Rooms

Room	Capacity (chairs only)	Capacity (tables & chairs)	Kitchen Access	Photo on website
Room A - Donnelley Room	80	60	Yes	X
Room B	40	24	Yes	X
Room C	40	24	No	X
Room D - Classroom	60	48	No	X
Conference Room	N/A	10	No	X

The Crawfordsville District Public Library Board of Trustees welcomes the use of its meeting rooms by responsible organizations. Rooms are provided to accomplish the mission of the Library, which is to provide collections, services, and programs that encourage the love of reading and learning in our community. The Board reserves the right to review and/or deny any request for use of meeting rooms.

FEES

Non-profit and Government Agencies

No charge for use of room

No charge for food, including snacks

No charge per room for Library to set up room and return it to original configuration

\$25 charge if group fails to leave by closing time, clean up meeting debris, and/or return room to original configuration

Commercial & Personal Celebration Use

\$25 fee per room

\$25 charge for food, including snacks

\$25 fee per room for Library to set up room and return it to original configuration

\$25 charge if group fails to leave by closing time, clean up meeting debris, and/or return room to original configuration

Fees will be refunded if cancellation is received at least 24 hours prior to the scheduled meeting time

Library-sponsored events are exempt from room charges.

Disclaimer

The fact that an organization is permitted to meet at the library does not constitute an endorsement of the organization's beliefs by the library, its staff or Trustees.

REGULATIONS

Groups using the meeting rooms will be required to abide by the rules governing the use of the library and meeting rooms. Failure to comply may result in your being asked to leave and cancellation of further use of library facilities.

One must be at least 18 to reserve a room and have an active CDPL account. An adult must supervise all meetings. Groups must accept responsibility and agree to pay the library for any damages to the room and/or equipment which may occur during use of the meeting rooms.

Food may be served in all basement meeting rooms, except for the Conference Room, for a \$25 fee. Covered drinks are acceptable in the basement and designated areas on the first and second floors. Designated areas include the Reading Room on the first floor and around the perimeter of the second floor. No food or drinks may be near any equipment or in the Youth Services Area.

Decorations are not to be placed on walls or suspended from ceiling. Litter must be picked up and the room left as it was found.

No admission fees or donations of money or other property may be solicited or collected from attendees. No promotions or sales of services, products, merchandise, materials or other items are allowed. The only exception is for library-sponsored programs or events on behalf of the Library, Carnegie Museum, or Friends of either the Library or Carnegie Museum.

No meeting shall cause undue interference with the operation of the library. Meetings shall not conflict with library-sponsored programs and in the event of such conflict, the library program shall receive priority.

Library personnel have free access to enter any meeting room at any time. The library board has vested in library personnel the authority to supervise meeting room use and to interpret policy; however, final authority rests with the Library Board of Trustees.

RESERVATIONS

Reservations are accepted on a first-come-first-serve basis; however, reservations are not considered final until a CDPL Meeting Room Request Form (attached) is completed by a person with an active CDPL account and **with an original signature**. Meetings may be scheduled on a one-time or ongoing basis. Ongoing reservations may be made up to six (6) months at a time. Meetings must be held during the regular hours of the library. In rare instances, the library may cancel reservations, refunding any fees and rescheduling, if the room is needed for a library-sponsored or emergency event or is otherwise unavailable.

CATERING KITCHEN

The catering kitchen is between the Donnelley Room and Meeting Room B. The kitchen includes range top, oven, microwave, dishwasher, sink and refrigerator. Light refreshments may be served in other rooms except the Conference Room. A coffeepot and punchbowl are available upon request. The Library does not provide utensils or consumable items such as cups, plates, napkins etc. Battery powered candles acceptable, no open flame allowed. **No alcohol in the library.**

EQUIPMENT

Audiovisual equipment is available for use in meeting rooms. The equipment should be reserved when making the room reservation. Rooms are equipped with wireless connections to the Internet. Rooms also come with a podium and tablet easel.

Date of Meeting _____ Time _____ Meeting Room _____ (staff)



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CDPL Meeting Room Request Form

Today's Date: _____

Organization Name: _____

Organization Type: Non-profit Governmental Commercial Personal

Type of meeting: One-time Ongoing How often?

Date of meeting(s): _____ Purpose of meeting(s) _____

Setup Time _____ Start Time _____ End Time (with cleanup) _____

How many people expected? _____

Meeting rooms must be reserved by a person with an active CDPL account.

Contact Information: Person in charge _____

Name of person making reservation (if different) _____

Mailing Address _____

Telephone _____ Library Card # _____

Email _____

Room Requested: Check appropriate selections

- Room A - Donnelley Room
- Room B
- Room C
- Room D - Classroom
- Conference Room
- Access to Kitchen

Room Set-up (\$25 fee): Check appropriate selections

- Classroom style (tables & chairs)
- Auditorium style (chairs only)
- Other (describe) _____
- _____
- _____

A/V Equipment Requested

- TV monitor with VCR and DVD player
- Portable PA system
- Digital Projector with laptop

Other Equipment Requested

- Coffee pot
- Punch bowl

The Library does not provide consumable items such as napkins, plates, coffee cups, silverware, tablet pads for easel, etc.

Groups are required to abide by the rules governing the use of the library and of the meeting rooms as well as all applicable federal, state, county, and city ordinances, rules, and regulations now in force or which may hereafter be enacted or promulgated.

I accept responsibility and agree to pay for any damages to the room and/or equipment which may occur during my use. If I have not paid a room set-up fee, I will leave the room as I found it. **Meeting rooms close 30 minutes before library closing time.**

Signature of Contact Person

<p><u>Staff Only</u></p> <p><input type="checkbox"/> Setup Fee \$25</p> <p><input type="checkbox"/> Commercial/Personal Celebrations \$25</p> <p><input type="checkbox"/> Nonprofit and Government Agencies</p> <p>Total _____</p>

Payment Amount _____

Date of Payment _____

Staff Initials _____

Entered on Computer _____