

Putnam County Public Library Meeting Room and Events Policy

As a community center and cultural hub for Putnam County, the library provides meeting rooms for public use. The meeting room policy serves to govern the use of these rooms by members of the public and is developed in accordance with the library's mission. In keeping with the Library Bill of Rights, meeting rooms are made available on an equitable basis regardless of the beliefs, agendas, or affiliations of individuals or groups requesting their use. The Putnam County Public Library does not advocate for or endorse the viewpoints presented during events held in library meeting rooms and will not officially sanction any event other than those initiated by or affiliated with the library itself. An outside group may not use the library's logo in any form or imply library sponsorship of an event in their own advertising.

This policy applies to all outside groups using library meeting rooms and does not apply to library programs, library-sponsored events, or otherwise affiliated library groups. The primary function of all meeting rooms is to host library programs and special events. Availability of meeting rooms for reservation and use by members of the public is contingent upon the schedule of library-sponsored events.

Please review the following before requesting a room reservation.

General Guidelines

The following guidelines serve to facilitate safe, equitable, and sustainable use of library meeting rooms by all groups and individuals:

- Reservations for meeting rooms must be made **at least 24 hours in advance**
- Meeting rooms may be reserved **up to 6 months in advance**
 - Wednesday evenings are reserved for special library programming and are therefore unavailable for reservations
- Each event may last **up to 3 hours (including setup and teardown time)**
 - Meeting room must be left in good condition once event is concluded
 - The library does not prepare or restore meeting rooms for outside events
- An individual/group may reserve a meeting room **up to 12 times within a 6 month period**
- Event activities should not disrupt normal library operations
 - The library may discontinue an event on the grounds that its activities disrupt library operations
 - The library may refuse or discontinue meeting room reservation privileges to any individual/group that has previously disrupted library operations
- Rooms available for reservation presently include:
 - **The Kiwanis Room:** 75 person capacity
 - **The Rotary Room:** 10 person capacity
- Events scheduled at times when the library is closed will require a staffing fee of \$20 per hour and are contingent upon availability of library staff.
- Equipment needs (laptop computers, projection solutions, audio) must be specified in the reservation application in order to ensure technology support during the event. If equipment needs are not specified at time of reservation, the library cannot guarantee technology support for the event.
- Decorations on walls or ceiling must be approved in advance of the event
- The library is not responsible for the damage or loss of personal or group property
- No alcoholic beverages may be served during an event
- Smoking or vaping is not permitted inside the library

Room reservations may be made at the Adult Reference and Information Desk, over the phone, or online at www.pcp121.org. Groups/individuals must complete an application for a room reservation and submit all relevant contact information and event details (and, when applicable, deposit funds). The reservation is confirmed only after the application has been submitted and a library representative has contacted the group/individual with confirmation.

The library reserves the right to relocate an event based on immediate library needs and will make every effort to accommodate a given group/individual with regard to space and resources should the need arise.

Groups using library meeting rooms assume full responsibility for any damages incurred as a result of their event. All room reservations are subject to approval by the Director. If a group is refused use of a meeting room on any grounds, it may submit a written appeal to the library board.

Non-Profit Groups

Non-profit groups (any local group, government agency, or business whose mission is primarily civically, culturally, or educationally oriented) may reserve a meeting room free of charge. Other fees (due at time of reservation or before scheduled event) may apply.

Fees for non-profit groups:

- Free room reservation
- \$25 flat fee if bringing and serving food

Private Groups

Private groups (any club, meeting, or otherwise organized event that is closed to the general public) may reserve rooms for use during normal operating hours. The library does not permit use of meeting rooms for private parties such as birthdays and baby showers. Cancellations must be made at least 24 hours in advance of scheduled event. The following fees (due at time of reservation) will apply.

Fees for private groups:

- \$10 per hour for room reservation
- \$25 flat fee if bringing and serving food

Commercial Groups

Commercial groups (employer job fairs, legal representatives, private businesses) may reserve rooms for use during normal operating hours. Cancellations must be made at least 24 hours in advance of scheduled event. The following fees (due at time of reservation) will apply.

Fees for commercial events:

- \$10 per hour for room reservation
- \$25 flat fee if bringing and serving food

**All fees are refundable if event is cancelled at least 24 hours in advance*