

## MEETING ROOMS

The Hussey-Mayfield Memorial Public Library (“HMMPL” or “Library”) provides access to reservable meeting rooms for use by Library patrons.

Granting use of the reservable meeting rooms does not constitute or imply HMMPL endorsement or advocacy of the purpose(s), activities, expression, or policies of any individual, group, or organization.

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.

### TERMS OF USE

- Library meeting rooms are provided by HMMPL for public use.
- Individuals or organizations using the meeting space may not interfere with or disrupt normal Library operations and or use of the Library by others.
- All meeting room use will adhere to posted occupancy limits and exits or paths to exits must be free of tables, chairs, and other furniture and equipment.
- Meeting activities and attendees must adhere to all federal, state, and local laws; and comply with all HMMPL rules, regulations, and policies.
- Refreshments are allowed at all locations. The Library does not provide office or catering/kitchen services, equipment, or supplies. No open flames (candles of any kind, candelabras, chafing dish burners, etc.) are permitted in any room, except those used by catering services. Glitter and confetti, and drinks with red dye are not permitted. Alcohol is not permitted. Blue painter’s tape must be used when attaching decorations to walls or other permitted surfaces. A minimum \$50 cleaning and repair fee will be assessed when additional cleaning is necessary to return the room to its original condition. The fee may increase depending on the amount of cleaning and repair necessary.
- Supplies for serving or preparing refreshments will not be furnished by the Library and are solely the responsibility of those using the reservable spaces.
- Reserving parties of Library meeting rooms are responsible for setting up the room and any audiovisual equipment.
- The Library does not provide a computer for use in the meeting rooms. Those using the room may bring their own computer or use the Library’s self-serve laptop checkout machine (at Whitestown only) to borrow a laptop for use.
- Groups that have questions about Library meeting room equipment should visit the Library between 9:00am and 5:00pm, Monday through Friday for additional assistance.

- Reservable meeting rooms must be returned to their original configuration and left in a clean and orderly condition, with trash left in trash receptacles, and all other debris removed, including any leftover supplies and refreshments.
- Any damage to Library property should promptly be reported to Library staff and will be the financial responsibility of the reserving party.
- The Library assumes no liability for loss or damage of any items arising from the use of meeting rooms.
- Children under age eight (8), if not involved in the event taking place in the meeting room, must be supervised by an adult or an adolescent at least twelve (12) years of age while visiting the Library. Library employees are not responsible for childcare during events. See *“Unattended Children Policy”* for additional information.
- HMMPL reserves the right to have a staff member present at any meeting, program, or event to ensure adherence to Library policies and/or vacate of room or facility promptly.

## **RESTRICTIONS**

- Meeting rooms may not be used by profit-making entities to advertise, sell, or trade products or services, or to recruit potential partners or customers.
- Animals, insects, or other living organisms are prohibited in Library spaces, except for trained service animals and animals being used as part of a Library or Nature Center program.
- Alcoholic beverages may not be dispensed or consumed in the Library building or any other place on the Library property except during Library-sponsored events.
- The Library’s logo cannot be used on advertisements or announcements. Groups and individuals may not imply HMMPL’s sponsorship or endorsement of the activity being held on Library property. The Library’s name may only be used in reference to the activity’s location.

## **SPACES**

The Library makes the following spaces available for reservation:

BRANCH	SPACE	CAPACITY	FEE DURING LIBRARY HOURS	FEE AFTER HOURS	AMENITIES
Zionsville	Conference Hub	25 maximum seating capacity	\$50/hour	Available only during Library hours	AV hookups
Zionsville	Mayfield Room	71 maximum seating capacity	\$75/hour	\$100/hour	AV hookups Projector Projection screen Sound system Sink
Zionsville	Hussey Room	83 maximum seating capacity	\$75/hour	\$100/hour	AV hookups Projector Projection screen Sound system Kitchenette
Zionsville	Open Space (2nd floor + staircase)	100 maximum seating capacity	\$100/hour	\$150/hour	None
Whitestown	Conference Room	10 maximum seating capacity	\$50/hour	Available only during Library hours	TV monitor Whiteboard
Whitestown	Community Room	182 maximum seating capacity	\$100/hour	\$150/hour	AV hookups Projector Projection screen Kitchen

- The fee charged for using any meeting room is non-refundable but can be applied to another meeting within 30 days from the original reservation.
- Nonprofit Organizations and Government: FREE
- Additional fees will be assessed if the room is not left in a clean and orderly condition or if items have been damaged or lost.

### **RESERVATIONS**

- Reservation may be placed up to six months in advance.

- Any person with an HMMPL card, PLAC card, or non-resident card OR who lives or works in the Library's service area OR any government unit, business, or organization serving all, or part of the Library's service area may reserve and use Library Meeting Rooms.
- Reservations must be made by an adult (18+), who serves as the responsible party for adherence to terms of use and restrictions, liability for damages, and or payment of any fees incurred because of room use. An adult leader (designated as 18 years or older) must always be present and be responsible for youth meetings.
- Requests for use of Library Meeting Rooms should be made initially via the Library website [hmmpl.org](http://hmmpl.org) . For assistance with making a meeting room reservation, call the Library at (317) 873-3149.
- Recurring reservations do not automatically renew for any period, and it is the responsibility of the individual and or group representative to make additional reservations.
- Reservations are not guaranteed until confirmed by Library staff via email, phone, or through the Library's reservation system.
- Reservations may not be transferred for use to another individual, group, or organization.
- Reservation requests will be processed on a first-come first-served basis, however, to ensure equitable access, HMMPL may restrict continuous ongoing reservations for any single group or individual if such reservations regularly deny other groups or individuals use of meeting rooms.
- Library-sponsored or co-sponsored activities will always receive priority scheduling and HMMPL reserves the right to, on rare occasions, move reservations to other available spaces within the Library when needed.

### **AFTER-HOUR EVENTS**

After-hour events not arranged in conjunction with a Library program will be assessed additional hourly room charges. All requests must be made a minimum of 90 days in advance of the after-hours event date. Requests may be made up to six months in advance.

No alcohol will be permitted at any time on Library premises or property.

The Rental Agreement Form is required to secure the reservation date. Acceptable forms of payment include check, cash, money order, credit card, or debit card.

### Zionsville After Hours Events

Events can only be held on Friday and Saturday and must end by 10:00pm. The library will only permit one after-hour event per month on a first-come first-served basis. For the Zionsville location, staff presence will be provided by HMMPL for all after-hours meetings/events. After-hours events are not permitted to occur if staff are unavailable for the requested meeting/event time.

### Whitestown After Hours Events

Events can be held on Monday through Sunday and must end by 10:00pm. For the Whitestown location, complete instructions on the use of the Library's security system will be provided to the group's designated representative, who must obtain the appropriate security codes and instructions at least 72 hours before the group's meeting time.

## **CONTACT INFO**

The reserving party must send rental fees, the signed rental agreement, and any related correspondence to the Director of Operations or their designee.

HMMPL

250 N 5<sup>th</sup> Street

Zionsville, IN 46077

Or

[rooms@hmmpl.org](mailto:rooms@hmmpl.org)

## **HOURS**

Events must end by 10:00pm, including all clean up.

## **SET-UP**

Room set-up options for the event will be determined in collaboration with the Library's Director of Operations or their designee. Public spaces will remain open to the public during operating hours. The event and set-up for the event may not interfere with daily Library operations. Prior set-up must be coordinated with the Director of Operations or

their designee. **All set up and clean up must be conducted during the rental contract time.**

### **PARKING**

When the Library is open, parking is on a first come, first served basis. Because Library parking areas are needed for all Library visitors it may be necessary for alternate parking to be arranged by the reserving party.

### **CANCELLATION**

Notice of cancellation must be received by the Director of Operations or their designee in writing within 15 days of the event. All fees will be refunded within 30 days if cancellation is received 15 days or more prior to the event.

### **INSURANCE**

HMMPL encourages reserving parties to obtain the appropriate level of insurance coverage.

### **LIBRARY FURNITURE OR EQUIPMENT**

The Library agrees to provide the following for events as needed:

- Limited tables and chairs upon availability– sizes, shapes, and quantities depend on the location
- Limited audio/visual equipment

Requests for furniture and equipment must be made at the time the room is reserved. The reserving party is responsible for any damage to furniture and equipment required for the event. Library exhibits, furniture, or equipment may not be moved or rearranged without prior written approval and the assistance of Library staff. Library-owned audiovisual equipment is available on a first-come first-served basis for reserving parties of the meeting spaces. Additional equipment needed must be provided by a licensed vendor or the reserving party. The Library's Director of Operations or their designee can provide a list of local vendors. Personal devices are permitted and can be attached to the Library audiovisual equipment for presentation purposes if the room

supports this functionality. The Library reserves the right to determine whether the vendor has the minimum qualifications to conduct the audiovisual services needed.

## **RESERVING PARTY/ EVENT PLANNER / CATERER RESPONSIBILITIES**

### **Licenses:**

The reserving party is responsible for all licenses (catering, food safety, etc.) as required by the Town of Zionsville or Whitestown, Boone County, and the State of Indiana.

### **Damages:**

The reserving party is liable for any willful, intentional, negligent, or accidental damage to the Library building, grounds, collections, or equipment or injury to others caused by any and all subcontractors working at the event.

### **Set-up & Breakdown:**

- The reserving party shall be responsible for set-up and breakdown of all non-Library equipment. The responsibility for returning the space to its original condition also rests with the reserving party.
- The reserving party shall not leave cleaning for a later date, nor should any equipment, linens, flowers, food, or other items brought for the event be left for pick-up later, unless pre-approved.
- All breakdown, cleaning, and removal of equipment or items must be done within the rental time. The reserving party must remove all trash and garbage from the event area no later than the evening of the event.
- All preparations, decorating, and clean up for the event must be performed within the rental/reservation time.

### **Kitchen Equipment:**

- The caterer may, with prior permission, use their own additional kitchen equipment (i.e. warming ovens, electric ovens) provided the Library's facilities are compatible with said equipment and use is approved by the Director of Operations or their designee. The use of propane, butane, or any type of gas

canisters or cooking stoves is not permitted in any part of the Library. Sternos used by caterer are permitted.

**Deliveries:**

- The reserving party or their designee must be present to accept deliveries.
- The caterer is required to provide all necessary personnel as needed for the event and all staff working at the event should have identification that associates them with their employer.

**SERVICE ITEMS**

The reserving party must provide all linens, tableware, serving utensils, water carafes, glasses, and other beverage and food service items. The Library does not provide these items.

**FILMING/ PHOTOGRAPHY**

The reserving party may arrange for photographers and news media during their event. Filming and photography are restricted to the area reserved for the event and may not take place in other areas of the Library. Library staff may terminate any photo session that appears to compromise public safety or security or interferes with Library operations. The Library reserves the right to take photographs of events for its own records and usage. Attendance at said events is permission for such usage.

**ENTERTAINMENT/ MUSIC**

Entertainment and music are allowed. During regular Library hours, entertainment/music cannot disrupt Library services. The reserving party is responsible for ensuring that the entertainment/disc jockey is aware of the end time and any limitations to electrical power available in the space used for the event. The band or disc jockey must provide all necessary equipment such as extension cords and cables, and all extension cords and cables must be taped down with non-residue tape as approved by the Director of Operations or their designee. The use of duct tape is not permitted. Details regarding entertainment and music must be submitted to the Director of



Operations or their designee as part of the overall event itinerary 30 days prior to the event.

### **DELIVERIES**

The Director of Operations or their designee must be notified two weeks in advance in writing, indicating who and when deliveries of food, equipment, etc. are to be made. All deliveries must occur on the event date during scheduled event load-in/load-out times. The Library reserves the right to refuse access to a vendor if they arrive during a non-scheduled time. The caterer is responsible for providing all carts needed to move equipment to and from the event site and protective covering as appropriate. The Library does not provide storage facilities. All items used for the event must be removed immediately after the event. Neither HMMPL nor its agents shall be liable for any loss, damage to or disposal of such property.

### **CITY FIRE CODE REGULATIONS & PERMITS**

The towns of Zionsville and Whitestown firecodes place limits on occupancy and equipment setup. The maximum occupancy of each space can be verified with HMMPL. Occupancy compliance is the sole responsibility of the reserving party. The Library reserves the right to control or prevent admittance to an event if the room is at capacity.

### **DISPLAYS AND DECORATIONS**

All displays and/or decorations proposed by the reserving party should be submitted to the Director of Operations or their designee prior to the event for approval. All preparations for the event must be performed within the reserved time. All decorations must be removed by the end of the reservation time.

### **HANGING MATERIALS**

All decorations must be freestanding, and nothing may be affixed or mounted in any way to the walls, windows, or doors except where tackable wall surfaces or hanging devices are provided or if appropriate tape is used. No banners, signs, or other materials related to the event may be displayed inside or outside the Library without prior approval from the Director of Operations or their designee. Such material may not be displayed in public access areas when the Library is open to the public.

## **PROHIBITED MATERIALS**

Stickers, candles, bubbles, fog, and smoke machines are not permitted in the Library. Exposed flames are not permitted in the Library, except those used by caterers. The use of sparklers, or materials such as confetti, glitter, rice, bird seed, silly string, and the like, are prohibited.

## **PROHIBITED ACTIVITIES**

No alcohol will be permitted at any time on Library premises or property.

All events held in Library facilities must be conducted in full compliance with all applicable Library rules, and laws and regulations of the town, the county, and the State of Indiana. Use of the premises may be terminated at any time if the conduct of the group or any member of the group is disruptive to Library services, abusive or dangerous to individuals, the building, Library materials, exhibits, or furnishings in the building.

The Library reserves the right to accept or deny usage of facilities at any time, in accordance with these terms and conditions. Library spaces may not be used for political fundraising or religious services (e.g. weekly services). Topical political discussions as well as one-time ceremonies, celebrations and text studies are welcome. Sales activities are not allowed.

Gambling, gaming, casinos or wagering of any kind as an element of an event is not permitted, except by a qualified nonprofit organization registered with and licensed by the Indiana Department of Revenue and the Indiana Gaming Commission.

The Library, including the lawn and grounds, is a smoke-free and tobacco-free campus. Smoking and tobacco (including use of e-cigarettes or similar devices) is not allowed on any part of the Library premises at any time.

## **DAMAGES AND LIABILITY**

The reserving party shall be liable for all damages, expense, and loss, including theft and property loss, caused by any person who attends, participates in, or provides goods and services connected with the organization's or individual's use of the facility and all tangible property. Replacement value may be used by the Library to determine the charge for damages. The Library is not responsible for the loss of or damage to any

equipment or materials owned or rented by the reserving party using its space, either before, during, or after the event, or at any time.

Any individual, group or reserving party shall indemnify and hold harmless HMMPL and its officers, directors, agents and employees from and against all losses, damages, claims, costs and expenses arising from injury or death of any person(s), or damage to property resulting from any act or omission of such reserving parties or their employees, agents, representatives, guests, invitees, or the general public to the extent that such losses, damages, claims, costs and expenses arise in connection with or relate to the organization's or individual's use of the facility.

Any matters not herein expressly provided for shall be decided at the discretion of the Executive Director or their designee.

Approved and adopted by the Hussey-Mayfield Memorial Public Library Board on November 17, 2003; revised 8/21/06; 9/18/09; 1/21/10; 8/16/12; 8/21/14; 8/18/16; 11/15/18; 9/16/21; 5/30/2024.