



HAMILTON EAST PUBLIC LIBRARY

MEETING ROOM POLICIES AND PROCEDURES

MEETING ROOMS

The Library provides public space for meetings of organized groups. All 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 will result in the cancellation of further use of Library facilities. Groups accept responsibility and agree to pay the Library for any damages to the room and/or equipment that may occur during use of the meeting rooms.

- Publicity prepared by an organization concerning meetings (news releases, brochures, flyers, etc.) must carry the name and phone number of the sponsoring organization. The library cannot be identified as a sponsor, nor must the library's telephone number be used as a contact number for the organization.
- Please adhere to established room capacity limits. The Library will not make any exceptions with regard to the minimum number of people required to reserve a group meeting space or the maximum number of people permitted in the rooms.
- Once approved, reservation times are final. Meetings may not be extended beyond the approved start and end times, and groups must vacate the rooms in a timely fashion.
- The room must be left as it was found.
- Litter must be bagged and placed next to the trash receptacle. Absolutely no liquids should be placed in trash bags. Extra trash bags are available.
- Library equipment and furnishings, including tables, must be protected from damage by glue, paint, heat, etc.
- Candles may be used for decoration, but may not be lit.
- The Library provides cleaning supplies. Group members are responsible for cleaning furniture and equipment at the start and end of their room use.

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 Director.



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GROUPS

The meeting rooms and computer training labs are available for groups of six (6) or more persons gathering for the purpose of conducting an organizational business meeting or engaging in discussions or activities.

QUALIFYING GROUPS MUST BE EITHER:

Not-for-profit, non-commercial groups

- Not-for-profit groups must have at least one member who:
 - Resides within the library's taxing district
 - Has a HEPL library card in good standing (required to reserve meeting rooms)
 - Is 18 years or older
- No rental fees are required for non-profit groups

For-profit groups

- For-profit groups must have at least one member who:
 - Resides within the library's taxing district
 - Has a HEPL library card in good standing (required to reserve meeting rooms)
 - Is 18 years or older
- These groups may use the room for staff development purposes only.
- Daily rates for for-profit groups are:
 - Meeting rooms: \$50.00 for up to four hours and \$100.00 for anything over four hours
 - Computer training classrooms: \$100.00 for up to four hours and \$200.00 for anything over four hours



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Failure to notify the Library of a cancellation may result in the group being disallowed future use of Library meeting rooms. Fees will not be charged, or will be refunded, if cancellation is received at least 24 hours prior to the scheduled meeting time.

All activities in the meeting rooms and/or computer-training classrooms must be free to attendees. Private parties (e.g. birthdays, reunions, showers, etc.) are not permitted. Endorsement of sales of a service or product is prohibited except in support of the Library.

AVAILABILITY

Meeting rooms are available Monday through Thursday between the hours of 9:30 a.m. and 7:30 p.m., Friday and Saturday between 9:30 a.m. and 5:30 p.m., and Sunday between 1:00 p.m. and 5:30 p.m. during days that the Library is open to the general public. Times may vary during special or emergency closings. **All Library programs or other regular Library functions shall have priority over meetings of groups. In the event a conflict arises after the scheduling of the group meeting, the Library will endeavor to change meeting location or give adequate notice of cancellation.**

SCHEDULING

Reservations must be made using the Library's online reservation system and must be submitted no fewer than seven (7) days prior to a proposed meeting date and no more than 3 months (90 days) in advance. For fairness and equity in scheduling use of the meeting rooms by groups or organizations is limited to no more than eighteen (18) times per calendar year per group or organization.

The Library reserves the right to limit availability to less than eighteen (18) times per calendar year due to space constraints and/or the existence of competing interest for a particular time as the intent of this policy is to allow as many groups as possible use of the meeting rooms.



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RESPONSIBILITY

Each organization shall assume full responsibility for any damages and/or cleaning charges and shall authorize an individual to make reservations on its behalf. Rooms shall be reserved on a first-come, first-served basis with the understanding that Library sponsored events shall have priority over all other group requests.

Any damages or additional cleaning costs will be billed to the account of the HEPL cardholder on file with the group's reservation.

The Library is not responsible for items that are lost or stolen in conjunction with the use of the Library's meeting rooms. The Library does not assume any responsibility or liability for the damage or injury to any person or property occurring as a result of activities of a group or individual using the library.

CAPACITY

All meeting rooms may be reserved by patrons 18 years or older for groups including patrons of any age. Patrons under the age of 18 must be accompanied by an adult age 18+.

Noblesville Library Meeting Rooms:

- **Meeting Room A (South Meeting Room - N169)**
This meeting room provides eight (8) tables and a quantity of chairs, and can seat twenty-four (24) guests at tables or seventy (70) guests with chairs only.
- **Meeting Room B (North Meeting Room - N168)**
This meeting room provides twelve (12) tables and a quantity of chairs, and can seat thirty-six (36) guests at tables or seventy-five (75) guests with chairs only.
- **Genealogy Classroom (Second Floor Meeting Room - N249)**
This meeting room provides six (6) tables and 6 chairs, and can seat eighteen (18) guests at tables or nineteen (19) guests with chairs only.
- **Computer Training Classroom (Second Floor)**



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This training classroom is available for groups wishing to conduct computer-specific training programs only. There are 14 computer stations available.

Fishers Library Meeting Rooms:

- **Meeting Room A (East Meeting Room - F178)**
This meeting room provides eight (8) tables and a quantity of chairs, and can seat twenty-four (24) guests at tables or thirty (30) guests with chairs only.
- **Meeting Room B (Center Meeting Room - F179)**
This meeting room provides twelve (12) tables and a quantity of chairs, and can seat thirty-six (36) guests at tables or one hundred (100) guests with chairs only.
- **Meeting Room C (Stage Meeting Room - F180)**
This meeting room provides six (6) tables and a quantity of chairs, and can seat eighteen (18) guests at tables or thirty (30) guests with chairs only.

SUPPLIES AND SERVICES

The Library will provide a specific number of tables, chairs, and trashcans with liners in each meeting room. Access to a sink, counter and cabinet space, microwave, and limited refrigeration space may also be available. The Library does not provide paper goods or catering service. The group or organization using the room is responsible for removal of leftovers, including disposable table service and/or other products, and ensuring that all garbage is in the appropriate receptacle. The Library provides cleaning supplies for group members to clean furniture, surfaces, and equipment at the beginning and end of their reserved meeting time.

Each meeting room offers access to basic AV equipment. Groups must request use of specific equipment when submitting their reservation request. Each group is expected to provide such resources as needed to use the equipment that has been requested. Any damages to HEPL's AV equipment may be subject to charges.

The Library Administration and staff will be glad to work with you to make the use of the meeting room a pleasant experience. By observing the above guidelines, the experience will be a positive one for your group, as well as other Library users.



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To arrange a room orientation visit prior to your event, or for more information, email meetingrooms@hepl.lib.in.us or call 317-579-0311.

IGNITE STUDIO SPACE AND EQUIPMENT RESERVATIONS

Reservation of space in Ignite Studio is contingent on room usage. Groups seeking to reserve space in Ignite Studio must be involved in a task, meeting, or project related to making and/or artistic pursuits.

Reservation of all Fabrication Lab equipment (3D printers, laser etcher, vinyl cutter, etc.) is contingent on reservation holder having completed the proper certification process— offered on a monthly basis for free by Library staff. Patrons may not reserve space or equipment falling under this classification until completing certification process. Certification for equipment lasts one year from date of issue, or one year from last reserved usage (which ever was most recent).

Certification may be waived at the discretion of the Ignite Studio Manager if patron can demonstrate expert level usage of equipment through prior equipment usage, artifacts of work, successful completion of certification quiz, and/or demonstration for Ignite Studio staff.

Equipment and spaces may be reserved up to 30 days in advance and must be reserved up to 72 hours in advance. Ignite studio staff will respond to your request for equipment reservation with available reservation times within 48 hours.

The laser engraver, vinyl cutter, and digital media lab may be reserved in two hour blocks of time up to four times per week—including consecutive blocks if available.

The A/V Studio may be reserved in two-hour blocks of time for up to six consecutive hours at once, no more than twelve hours per week.

3D printers may be reserved from 10:00am-3:30pm or 3:30pm-7pm Monday through Thursday, 10:00 am-1:30pm or 1:30pm-5pm Friday and Saturday, or 1:30pm-5:00pm on Sundays with a 10 hour maximum reservation.



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If patrons are more than 10 minutes late for any reservation, the reservation is forfeit, and the space/equipment will be made available to other patrons upon request.

To reserve space or equipment email your name, contact information, and three preferences for reservation time (including date and time) to IgniteReservations@hepl.lib.in.us or call 317-579-0331. Staff will do their best to accommodate reservations preferences, but may present alternative reservation options depending on availability.

Unreserved blocks of time are available for walk-in usage.

Staff reserve the right to revoke equipment and space reservations if they observe inappropriate usage.

All reservations of Ignite Studio space and equipment are subject to the policies and procedures listed in the entire “Meeting Room Policies and Procedures” document.

IGNITE STUDIO CAPACITY

Ignite Studio Space

- **A/V Studio**

This studio offers a suite of audio and video production equipment for Audio/Visual projects and may be reserved by one person or group of up to 15 patrons who intend to use the room specifically for their Audio/Visual projects

The A/V Studio may be reserved by patrons 16 and older for groups including patrons in grade 6 and up. Patrons in grades 5 and below must be accompanied by an adult age 18+.

- **Digital Media Labs A, B, C, D**

Each Digital Media Lab offers a 27” iMac with Retina Display, the Adobe Creative Cloud suite, and other equipment/software based on availability. Each



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room may be reserved by one person or a group of up to 4 people collaborating on a creative/maker project.

Patrons must be in grades 6 and up to reserve space in the Digital Media Labs unless accompanied by an adult age 18+.

Ignite Studio Equipment

Ignite Studio equipment may only be reserved and used by one person at a time. Reservations may only be made by those who have completed the certification process. Others accompanying the certified individual may observe the use of equipment but may not participate until having completed the certification process.

- 3D Printer A—1 patron
- 3D Printer B—1 patron
- Laser Etcher—1 patron
- Vinyl Cutter—1 patron

FOOD AND BEVERAGES IN MEETING ROOMS AND IGNITE STUDIO

Groups using Library meeting rooms may bring in light refreshments to be consumed within the meeting rooms. The use or serving of alcoholic beverages shall be allowed only by Library or Library-auxiliary groups having proper permits and using proceeds to benefit the Library. Additionally, use of tobacco is not permitted in the building. Groups using Library meeting rooms should be aware that any additional clean up or stain removal that is required will be subject to charges if necessary.

Food and beverages are not permitted in the computer training classrooms, Ignite Studio fab lab, Ignite Studio digital cubes, or Ignite Studio A/V Studio.

Approved by Hamilton East Public Library Board of Trustees— revised November 2015; revised May 2018; revised February 2019; revised August 2019; revised July 2021