

# MEETING ROOM USE POLICY

Adopted by the EVPL Board of Trustees 6/8/2017

The use of Evansville Vanderburgh Public Library (EVPL) meeting rooms are open to all people. Adults age 18 or older may reserve the room and agree to the Meeting Room Use Agreement. Reservations may be made up to 6 months in advance online or by contacting library staff.

Reservations are considered on a first come, first serve basis. Priority is given to EVPL sponsored and co-sponsored activities and events.

## Responsibilities of Use

EVPL meeting rooms are provided to meet general, informational, educational, cultural, or civic needs. If your event is one of a purely social nature (for example, a birthday party, baby shower, etc.), we encourage you to find a different space.

EVPL meeting rooms are available during normal library operating hours. If the library is closed due to an emergency or inclement weather, the meeting rooms are not available.

If light refreshments, including but not limited to a light lunch, are served please consume all food and beverage inside the reserved room, and please place trash in the appropriate receptacles.

We ask that you comply with federal, state, and local laws as well as the rules, regulations, and policies of EVPL.

If any damage happens during your event, you or your group are responsible. That includes any and all damages to the facilities, equipment, or property, and includes cost of labor, materials, supplies to repair or replace the damage.

## Cost

Meeting rooms at EVPL East, EVPL McCollough, EVPL North Park, EVPL Oaklyn, EVPL Red Bank, EVPL Stringtown, and EVPL West can be reserved for up to 4 hours at no charge. The Large Group Room or Conference Room at Central Library can be reserved for up to 4 hours at no charge. Nonprofit organizations may reserve Central Library Browning Rooms at no charge.

Central Library Browning Rooms reserved by For-Profit organizations or businesses are charged the following rates:

- Browning A or B (up to 4 hours) - \$75
- Browning A or B (up to 8 hours) - \$150
- Browning A & B (up to 4 hours) - \$150
- Browning A & B (up to 8 hours) - \$300

Depending on the room set up needs at the Central Library Browning Rooms, there may be an additional cost, as follows:

Browning A or B, or A & B

- Conference, Classroom, U-Conference, Theater Chairs - \$0
- Banquet Rounds - \$10/table and 6 chairs
- Other User Requested Setup - \$50

### **Conditions of Use**

**Safety** – Users must take all necessary precautions to ensure the safety and well-being of all participants.

**Indemnity and Liability** – The user agrees to indemnify and hold harmless EVPL and its officers, agents, and employees from all loss, liability, claims or expense. The user assumes all risks of loss, damage, or injury, including death or property damage, resulting from the use by user of the Library facilities and services. EVPL assumes no liability whatsoever for any property placed by the user or any person attending a user-sponsored event in or about Library premises.

**Use by Nonprofits and For-profits** - Organizations claiming nonprofit status may be asked to provide a copy of their IRS Form 501(c)(3), Articles of Incorporation, or a Tax Exempt Certificate.

For-profit and business users will provide the Library with a Certificate of Liability Insurance in the amount of \$500,000. The Certificate of Insurance must list Evansville Vanderburgh Public Library as Certificate Holder and as an additional insured.

Depending on the nature of the event, the Certificate of Liability requirement may be waived at the discretion of the location manager.

**Accessibility and Compliance** – It is the responsibility of the user reserving a meeting or study room to ensure that the room meets any ADA accessibility requirements that their users may need.

**Reservation of Rights** – We reserve the right to prohibit or revoke use of library spaces, for just cause, including, but not limited to, improper use or prior misuse of facilities, failure to abide by the provisions of this policy, disruption of library business, and/or failure to compensate the library for use and/or damages to a facility.

**Non-discrimination** – The library is a place for everyone. When you use our space, please understand that the library will remain available to all on a non-discriminatory basis.

**Waiver of Terms** – The Director/CEO reserves the right to waive or vary any provision in this policy when doing so would more effectively serve the public's interest, except when prohibited by law.

**Publicity** – Any printed publicity must include the statement: “This program is not sponsored by Evansville Vanderburgh Public Library.” Publicity is not to include the EVPL’s logo or telephone number, nor may EVPL’s name and address be used as a mailing address.

**Disclaimer** – Allowing a group or individual to use our spaces does not imply an endorsement of their activity or the person(s) involved.

**STUDY ROOM USE POLICY**  
**Adopted by the EVPL Board of Trustees 6/8/2017**

The use of Evansville Vanderburgh Public Library (EVPL) study rooms are open to all people. Study room reservations may be made up to one week in advance online or by contacting library staff for up to 2 hours, as available.

