

EVPL Room Use Policy

EVPL Board of Trustees • March 12, 2026

The use of Evansville Vanderburgh Public Library (EVPL) meeting, small group, sensory, and study rooms are open to all people. Requests are considered on a first come, first serve basis. Priority is given to EVPL sponsored and co-sponsored activities and events.

- Adults age 18 or older may request the use of a meeting room by completing the Meeting Room Use Agreement.
- Meeting room requests may be made up to 3 months in advance online or by contacting EVPL staff to assist in requesting the use of the space. Meeting room requests must be made at least two weeks in advance.
- Sensory rooms may be requested by adults age 18 or older.
- Small group and study rooms may be requested by anyone. Requests may be made up to one week in advance and for up to 2 hours online or by contacting EVPL staff, as available. Requests may be made up until time of use or can be made in the moment if a room is available.

RESPONSIBILITIES OF USE

EVPL rooms are provided to meet general, informational, educational, cultural, or civic needs. We do not accept reservations for parties, showers, or other events of a purely social nature.

EVPL rooms are available during normal library operating hours. If the library is closed due to an emergency or inclement weather, the rooms are not available. Rooms must be vacated 15 minutes before the library closes.

Food consumption is only allowed in meeting rooms. 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. If you or your group plan to have a catered meal in a room, you must inform the location manager in advance to coordinate logistics. Covered drinks are permitted in the small group, sensory, and study rooms but food is not permitted.

Lights must be kept on in small group and study rooms while in use.

You must comply with federal, state, and local laws as well as the rules, regulations, and policies of EVPL while using the rooms. Violations of EVPL's Code of Conduct, including the proper use and condition of rooms, could result in a suspension of use of EVPL rooms or in suspension from EVPL properties.

If any damage happens during your use of an EVPL room or if there is significant cleaning required after, you and/or your group are responsible. This could include any damage to the facilities, equipment, or property, and includes cost of labor, materials, and/or supplies to clean, repair, or replace the damage or restore the room to its proper condition.

MEETING ROOM COSTS

Payment for rooms must be made by cash, check, or money order at least 2 days prior to the event. Payment must be made at the location where the meeting is scheduled. If any required fee is not paid when due, the room reservation will be cancelled.

Nonprofits, local government entities, educational groups, and individuals

- EVPL meeting rooms can be reserved for up to 4 hours at no charge.
- A local government entity or educational group needing testing may request use beyond 4 hours by contacting the location manager.

For-profit organizations and businesses

- Meeting rooms at all locations other than EVPL Central can be requested for up to 4 hours, with proof of Certificate of Liability, at a cost of \$100. Requests for more than 4 hours should be directed to EVPL Central
- EVPL Central meeting rooms reserved by For-Profit organizations or businesses are charged the following rates:
 - Browning Meeting Room A or B (up to 4 hours) - \$100
 - Browning Meeting Room A or B (up to 8 hours) - \$200
 - Browning Meeting Rooms A & B (up to 4 hours) - \$200
 - Browning Meeting Rooms A & B (up to 8 hours) - \$400
 - Large Group Meeting Room (up to 4 hours) - \$75
 - Large Group Meeting Room (up to 8 hours) - \$150
 - Rotunda Meeting Room (up to 4 hours) - \$150
 - Rotunda Meeting Room (up to 8 hours) - \$300

Set up costs (**for EVPL Central rooms only**):

- Conference, Classroom, U-Conference, Theater Chairs - \$0
- Banquet Round Tables and Chairs - \$10 per table
- Other User Requested Setup involving additional equipment or extra labor - \$50

CONDITIONS OF USE

Safety

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

Publicity and Signage

Any publicity, including but not limited to social media, must include the statement: “This program is not sponsored by Evansville Vanderburgh Public Library.” This statement must also be included in any presentation to the public in EVPL rooms and must be verbally stated to the audience. Publicity and signage should not include the EVPL logo, telephone number, or any images of EVPL locations or spaces, nor may EVPL’s name and address be used as a mailing address.

When using the room, no signage is allowed outside the reserved room unless previously discussed and approved with the location manager.

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 users of EVPL 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 EVPL 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 EVPL 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 room to ensure that the room meets any ADA accessibility requirements that their users may need.

Forfeiture of Reservation

If no one shows up for a room reservation within a reasonable time (15 minutes for a small group, sensory, or study room and 30 minutes for a meeting room) the room reservation will be forfeited entirely. If a person or group creates a pattern of forfeiture or no shows, the ability to reserve an EVPL room will be suspended and/or revoked.

Reservation of Rights

We reserve the right to prohibit or revoke use of EVPL spaces, for just cause, including, but not limited to, improper use or prior misuse of facilities, monopolization of EVPL rooms by any individual or group, failure to abide by the provisions of this policy, disruption of EVPL business, and/or failure to compensate EVPL 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 EVPL will remain available to all on a non-discriminatory basis.

Waiver of Terms

The 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.

Disclaimer

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