Meeting Room Policy

The Alexandrian Public Library provides meeting rooms free of charge to non-profit groups for library-related, civic, cultural, and educational meetings and programs. Businesses and individuals may rent rooms for a fee. The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group’s policies and beliefs by the Library.

***ALL APPLICANTS FOR MEETING ROOM RENTAL MUST READ THIS POLICY.***

*For the convenience of other Alexandrian Public Library customers, it is requested that those attending all-day meetings use on-street parking, or the Mt. Vernon City parking area across Fifth Street.*

**1. Reservations:**  *Library-sponsored and library-related meetings and programs will receive preference when scheduling is done.* An adult representative from the group must complete a reservation form requesting a room and necessary equipment. The representative must be 18 or older and will be responsible for the room and the equipment. Filling out a reservation form does not guarantee the rooms availability if payment is required.

Rooms may be booked up to three months in advance by the same group seven (7) days a week. At the beginning of each new month, they can add an additional month as their needs require.

Meetings may be held seven (7) days a week during the following hours Monday thru Thursday from 9:00 a.m. to 8:00 pm., Friday thru Saturday from 9:00 a.m. to 4:30 p.m. and Sunday from 1:00 to 4:30 p.m. Meetings may not be scheduled during days when the library is closed or after regular library hours. Special circumstances necessitate additional hours will require library director approval. In the event of an emergency closing of the library, any scheduled meetings are automatically canceled. If you are unsure if a weather situation may cause the library to close please call (812) 838-3286.

The meeting room seats up to 120 people and can be divided into two smaller rooms seating 80 and 40 people.

**2. Fees:** A fee of $5.00 (this amount includes sales tax) per hour, per room will be charged to commercial, for-profit groups and individuals, including parties, bridal showers, etc. Required payment, where applicable, must be received within three (3) business days of a meeting room request or the reservation will be cancelled. Cancellations of paid reservations received with a seven (7) days notice will receive a chance to reschedule at another date without incurring a rental fee. *No refunds will be* *given for time reserved but not used or canceled.* The room may be rented for no less than one hour initially and for no less than half hour increments thereafter. There is no charge for non-profit groups.

Exercise groups must sign an Indemnity Agreement at time of reservation.

**3.** **Equipment:**  Chairs and tables are available. Groups are responsible for setting up and taking down chairs and/or tables, vacuuming, and returning the room to its original condition. Should a meeting room not be found satisfactory when a group takes possession a group representative must notify library staff immediately. Depending on the availability of staff, the Library will set up and take down the meeting room equipment for a fee of $25.00. Any group which leaves the room untidy or damages the room, furniture, or equipment will be charged accordingly.

The following audio-visual equipment is available: Slide projector, TV/VCR/DVD, digital projector, dry erase board, screen, podium and microphone. The audio-visual equipment room is to remain locked at all times. Groups are to request staff assistance for access to requested audio-visual equipment and must notify staff at the close of their meeting so equipment may be stored.

A kitchenette is available for serving ***light refreshments****.* All necessary equipment and supplies must be provided by group. All trash must be properly gathered from meeting room/kitchenette by group. Alcoholic beverages are not permitted.

The Library is not responsible for equipment, supplies, or other items owned by a group or individual and may not be stored at the library.

The Library is not responsible for injuries incurred during use of meeting rooms.

**Smoking is not permitted anywhere in the library.**

The Library does not provide telephone answering services for those attending meetings.

Parents bringing children to meetings are responsible for behavior of their children throughout the library. Unsupervised children creating a disturbance in the library will be asked to stay with their parents in the meeting room.