



GARY PUBLIC LIBRARY APPLICATION FOR MEETING FACILITY

OFFICE USE ONLY

Date of Application _____ Reservations Taken by _____

Unit _____ Approved by _____

APPLICANT _____

organization/responsible person _____ title in organization _____

address _____ zip code _____ home/business phone _____

PURPOSE OF MEETING / PROGRAM _____

For convenience and comfort, estimated attendance determines type of facility available for use (unless auditorium/ stage is specifically requested). Check which best describes your situation:

MEETING ROOM/ CONFERENCE ROOM **AUDITORIUM**

 ...up to 20 persons ...20 to 150 persons

MEETING / PROGRAM IS SCHEDULED FOR:

DATE: _____ TIME: _____

OPENING OF FACILITY: _____ CLOSING OF FACILITY _____

AS A PUBLIC SERVICE, EQUIPMENT LISTED IS AVAILABLE FOR USE DURING MEETINGS/ PROGRAMS AT MOST UNITS. YOUR LIBRARIAN WILL ADVISE WHEN IT IS NOT POSSIBLE TO ACCOMMODATE YOUR NEEDS.

Indicate number needed:

_____ CHAIRS	_____ BLACKBOARD	_____ PROJECTOR	_____ TRASH / GARBAGE CONTAINERS
_____ TABLES	_____ MOVIE SCREEN	_____ MICROPHONE (at Du Bois and Main only)	_____ KITCHEN FACILITIES

Whenever possible, Library staff will physically arrange seating and table set-ups in advance. Last-minute accommodations are the responsibility of the applicant. Describe or diagram arrangements below or on reverse side.

I understand that it is the responsibility of the applicant to comply with the conditions of use outlined in the Meeting Room Policy and that I, as the applicant, and/or my group or affiliation is responsible for all damages. The Gary Public Library, the Board of Trustees of anyone acting as an agent thereof must be held harmless for any responsibility for security of personal or group possessions on library premises.

_____ signature of applicant

GARY PUBLIC LIBRARY POLICY FOR MEETING FACILITIES

Reading and study areas in the Gary Public Library are maintained to provide a quiet place for concentration and research. The library also offers resources to facilitate meetings and conferences between individuals and/or groups. Reservations are accepted according to advance scheduling. Meeting room guidelines are designed to assure the community equal access for the lawful pursuit of activities regardless of beliefs or affiliations.

The following regulations must be followed when using the library's meeting rooms:

1. Space is available only during regular library hours. Meetings must end fifteen (15) minutes before closing time.
2. Applicants for meeting rooms must be made on the library forms provided. Applications for facilities are made during regular business hours one week in advance of the event date. Reservations may be made by patrons over 18 years of age with a valid Gary Public Library card or institutional card.
3. Applications are valid for three (3) months; re-application is required after that.
4. Organizations which regularly schedule meetings must apply in advance each time; bookings are not guaranteed.
5. Priority is given to library sponsored programs which are scheduled in advance; however, the library reserves the right to change or cancel reservations.
6. While not an inclusive list. NO event may be held which:
 - a.) may interfere with normal operations of the library
 - b.) presents commercial, sectarian religious, or partisan political information
 - c.) is a purely social gathering, such as a wedding, etc.
 - d.) derives commercial or personal gain for the scheduling party
7. Meeting space is to be used for educational, civic, or cultural programs. Social activities of philanthropic societies may be held in library facilities.
8. Established non-partisan organizations which do not endorse individual candidates or parties may conduct political forums provided that all candidates for public office are invited to participate if the event is a candidate's forum.
9. A \$15.00 fee* will be charged for each meeting for all meeting rooms and must be paid in advance of the meeting to guarantee the room. (*effective January 1, 2011)
10. Forty-eight hours is required for cancellation of meetings.
11. No admittance fee may be charged, no collection may be taken and no contributions solicited at any meeting. No orders may be taken or selling of any kind allowed. A cost recovery fee for any materials used may be charged only if specific, written permission is granted by the Director in advance.

12. Pay phones are available in most of our facilities. Use of library phones by groups using the meeting room is discouraged.
13. A copy of any press release, handbill, invitation, etc., referencing a library meeting facility must be placed on file with the Gary Public Library. No press release, announcement, flyer, etc., may state or imply that the group or meeting is sponsored or endorsed by the library unless the group has prior written approval for such action. Meeting rooms will be denied to any group that does not adhere to this policy and the meeting will be automatically cancelled.
14. To assure service and access for the entire community, reservations for facilities are accepted on a first come, first serve basis.
15. Applicants are responsible for damages to facilities and equipment and for provision of clean up. Should an applicant damage the facilities and/or equipment of the Gary Public Library, such applicant shall be responsible to pay the cost of repair or replacement and/or costs of the clean up. Should an applicant fail to pay and Gary Public Library must resort to the court to collect any debt owned, the applicant shall be responsible for reasonable attorney fees and court costs.
16. Audio-visual equipment owned by the library is available for use, but must be reserved in advance through the Film department.
17. Groups using Gary Public Library equipment must notify the staff at the close of the meeting to secure equipment. Equipment brought in by applicants must be removed at the meeting's end.
18. Groups and individuals are subject to orderly conduct and respect for others using library reading areas; noise and music levels must be maintained at a minimum.
19. Refreshments, except alcoholic beverages, may be served by groups in designated areas.
20. Applicants must observe safety and fire regulations.
21. Groups including minors (under 18 years of age) must have adult chaperons to the ratio of one for each 20 minors in Conference Rooms; one adult for each 50 minors in Auditorium.
22. Smoking is not permitted on Gary Public Library premises and all open flames, including the use of candles, is prohibited by state fire regulations.
23. The following release must be signed as an individual, not as a group organization.
24. Any breach or abuse of this policy will be cause for revoking, suspending or limiting the use of the library's meeting room to the offending group.

*I understand the statements above and agree to abide by the regulations
set forth by the Gary Public Library.*

Signature

Date