



GARY PUBLIC LIBRARY AND CULTURAL CENTER ROMA K. IVEY COMMUNITY ROOM AND ARTS THEATER RENTAL POLICY

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. This policy is specifically for the Roma K. Ivey Community Room and the Arts Theater. The guidelines for these two social meeting areas are designed to assure the community equal access for the lawful pursuit of activities regardless of beliefs or affiliations.

The Gary Public Library encourages the free expression of ideas essential to an informed community. The offering of social meeting areas in our library facilities are one of the many methods used to provide access to ideas representing all points of view on all subjects. Permission granted to meet in a library social meeting areas in no way constitutes endorsement by the Library of the policies or beliefs of any group or organization.

The Library reserves the right to review each prospective use and determine whether that use falls within the Gary Public Library social meeting areas guidelines. Use of the premises may be prohibited or terminated at any time if the conduct of the group interferes with staff work or patron use of the library, is disruptive to library service or patrons, or is abusive or dangerous to the building, library materials, exhibits, furnishings, or individuals in the building.

General

The Gary Public Library (GPL) will not rent any of its facilities on days that its operations are closed. However, the Gary Public Library and Cultural Center has social meeting areas available during all public hours of operation and after business hours, on days that the Library is open for business. Groups and individuals who use social meeting areas are guests of the Library, and their use of the space should reflect that understanding. No smoking is permitted on Library property or within 10 feet of any entrance (doorway). All meetings/programs must be open to any member of the public if co-sponsored/sponsored by the library on library premises, so long as that person complies with the Library's Standards of Behavior. No person may be denied access to a meeting where admission is **not** limited to membership. Authorization for Library social meeting areas use is limited to the furniture and equipment assigned to that room.

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 rest with the library Director.

Groups showing copyrighted movies (film/video/dvd) in the library's public meeting rooms are solely responsible for obtaining written public performance licensing rights. Borrowing, renting, or purchasing a movie does not carry with it the right to show the movie outside the home, even if no fee is charged. The library must be provided with proof of public performance licensing rights. The library is not responsible for securing these rights, nor is it liable for a group's violation of this regulation.

User Responsibilities

The GPL will rent social meeting areas to an adult that is 21 years or older. Identification verifying age may be requested. Meetings for minors must be supervised by a sufficient number of responsible adults, at least 1 adult (age 21 years or older) per 10 minors (all persons under the age of 21). An authorized representative of the group reserving the social meeting area must remain on the premises throughout the period for which it is reserved or until the event/meeting ends. Library social meeting areas must be restored to their original clean condition. Users of library social meeting areas agree to pay for any damages to Library property.

Prohibited Activities

- Drugs, alcohol and the use of tobacco products
- Disruptive behavior
- Activities that impede the function of the library
- The use of any equipment that interferes with library operations or which creates any losses or liabilities for the Library
- Candles, lit or unlit
- Glitter or confetti
- Decorations cannot be hung on walls and/or ceilings
- Loitering

Reservations

To reserve a social meeting area, a fully completed and signed Application and Agreement for Room Reservation must be submitted for approval at least two weeks in advance of the event, per available scheduling. Otherwise, reservations are made on a first come, first serve basis.

Application and Agreement for Room Reservation forms will be kept on file for six (6) months. Re-application is required after six months. All fees must be paid at the time of application. Use of Library social meeting areas are limited to the type of meeting or activity stated on the application. Groups must stay within the designated maximum seating capacities of assigned rooms. Meeting room packets may be picked up at any Gary Public Library branch during all public service hours.

Right to Cancel

Either party may cancel this Agreement with written notice to the other, without liability because of acts of natural disaster over which neither party has control, government regulation, terrorism, strikes, civil disorders, or any other factors over which neither party has control, making it impossible or illegal to conduct the program consistent with those conditions that existed at the time the contract was entered. Any rental fees and security deposits made may be refunded to the party who made the payment. Any violation of this contract such as renter engages in prohibited activities will result in no refund of security deposit or rental fees. Any refunds may be made within five business days after cancellation by mail. The Gary Public Library will not refund any portion of room rental fees; if the cancellation was not due to any of the above or written notification was not given within one week prior to the event. Refunds of rental fees and/or security deposits are made within five business days of the receipt date of the cancellation notice.

Social Meeting Areas Fees

Fees are based on five (5) hours rental time. Extra fees will be charged for additional security. An A/V technician may be available upon request. Security deposits are required at the time of payment and application. Security deposits will be returned within five business days after the event/meeting, only if there are no damages (including theft and property loss) or prohibited rule violations. A detailed listing of damages will be issued to collect any remaining balances of costs associated with such damages above and beyond the security deposit. If the event is ended early because of a violation and/or prohibited activities, we will not refund any rental fees nor security deposit. Rentals that include any non-business hours are charged at the Non-Business Hours rate (ex: If Library closes at 5:00pm, and a room is rented from 1:00pm until 6:00 pm, the \$700.00 rate will apply). All events/meetings held in the social meeting areas must end by 10:00pm (local standard time).

The kitchenette in the Roma K. Ivey Community Room is for food warming and refrigeration only. Linen tablecloths are available at \$10.00 per table; and must be requested at application.

Fees are charged for social meeting areas as follows:

	Business Hours	Non-Business Hours
Arts Theater		
Up to five (5) hours, including set-up	\$500.00	\$700.00
Security Deposit	\$250.00	\$250.00
Hourly Rate (after 5 hours, will be billed)	\$50.00	\$50.00
Non-Profit, City, or Governmental Agencies	\$50.00	Business Hours Rate
Roma K. Ivey Community Room		
Up to five (5) hours, including set-up	\$200.00	\$300.00
With Kitchenette	\$250.00	\$350.00
Security Deposit	\$100.00	\$100.00
Hourly Rate w/ or w/o Kitchenette (after 5 hours, will be billed)	\$50.00	\$50.00
Non-Profit, City, or Governmental Agencies		
Up to five (5) hours, including set-up with kitchenette	\$35.00	Business Hours Rate
Security Deposit – non-profit	\$100.00	Business Hours Rate
Other Fees / Services		
Security	\$30/hour - minimum of 2 hours, after Library closes.	
TV Monitor(s)/projector; cd/dvd player	\$25.00 – client provides laptop with presentation loaded. Staff connects.	
Piano	Upon request (for Arts Theatre only).	

Room Configuration

The Arts Theatre will accommodate 100 people. The Roma K. Ivey Community Room will also accommodate up to 120 people in banquet or auditorium style. Any event/meeting that requires a different arrangement may consult with the Library staff to re-configure the room for their needs, with the understanding that it is to be returned to its original set-up. This special configuration should be determined at application.

Parking

Free parking is available at the Gary Public Library and Cultural Center. Parking is on a first come, first serve basis and cannot be reserved for your event.

Audiovisual Equipment

Groups wishing to have A/V or electronic equipment other than the Library's available equipment (PA system with microphone) must get Library approval to use outside equipment. Technical support is available during Library's hours of operation and required for use of the social meeting areas A/V equipment. However, a reservation must be made in advance to ensure the availability of the technical staff.

Security

If a group wishes to have an extra level of security, it will be charged according to the rate stated above. If the nature of the group or meeting is such that the Library determines the need for additional security, the group will be assessed the fee.

Publicity

Each group is responsible for its own publicity. Any printed publicity must include the statement: "This program is not sponsored by the Gary Public Library." Publicity is not to include the Library's telephone number, logo, nor may the Library's name and address be used as a mailing address.

Petition and Signing

Organizations or individuals gathering petition signatures may not block the public right-of-way, interfere with the conduct of business, or create litter problems.

Signs produced for directional purposes must be submitted to the Library and posted by Library staff. Materials may not be attached to walls, windows, ceilings, doors or furnishings. Unauthorized signs will be removed without notice.

Indemnification

Organizations or individuals using social meeting areas shall indemnify and hold harmless the Gary Public Library and its officers, directors, agents and employees from and against all losses, damages, claims, costs and expenses arising from injury or death of any person(s), or damage to property resulting from any act or omission of such users or their employees, agents, representatives, guests, invitees, or the general public to the extent that such losses, damages, claims, costs and expenses arise in connection with or relate to the organization's or individual's use of the facility.

Damages

Organizations or individuals using social meeting areas shall be liable for all damages, expense and loss, including theft and property loss, caused by any person who attends, participates in, or provides goods and services connected with the organization's or individual's use of the facility and all tangible property. Replacement value may be used by the GPL to determine the damage cost charged.

Liability

The Library assumes no responsibility for lost or stolen items or damage to vehicles in the parking lot.

Revocation and Refusal of Authorization for Use

Use of Library social meeting areas may be prohibited or terminated at any time if the activity or conduct planned or occurring in the facility is or is deemed disruptive, or interferes with library patron use of the library facilities for library purposes or is disruptive or interferes with library staff in their service to patrons. In addition, use of the social meeting areas in any way other than the use in the application is expressly prohibited and will result in immediate termination. The privilege of using Library social meeting areas will not be granted or will be revoked if the activities or intended activities of social meeting areas users negatively affect normal operations in the following ways:

- The meeting is conducted in a noisy, disorderly or inflammatory manner.
- The size of the meeting presents personal safety or building security issues, or creates an undue parking demand on library lots or the surrounding neighborhood.
- The activities of meeting room users disrupt or will be disruptive to other library patrons use of library facilities or distract or will be distracting for library staff from the performance of their duties.
- The meeting room users neglect to pay all required fees, or neglect to pay for damage to the meeting room.
- The meeting room users neglect to leave the room in the condition in which it was found.
- There is any violation of Library policy.
- A group fails to show for a scheduled meeting without prior notification.

Priorities

Priority will be given to Library-sponsored events. All other groups will be given consideration on a first-come/first-served basis. The Library reserves the right to preempt any event for an emergency Library-sponsored event. In such rare instances, the Library will make every reasonable effort to give ample notice and to assist the group in reserving another date or library meeting room. If that is not possible, there will be a full refund of any fees.