

GARY PUBLIC LIBRARY
POLICY FOR MEETING FACILITIES
Updated April 2018

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. Fees will be charged for each meeting for all meeting rooms and must be paid in advance of the meeting to guarantee the room.
 - Gary Public Library and Cultural Center – Room A or B (2nd floor) \$10.00
 - Gary Public Library and Cultural Center – Room C or D (lower level) \$25.00
 - Kennedy Branch – Auditorium \$25
 - Woodson Branch – Auditorium \$25
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. 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 Circulation Services.
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