

Glen and Eleanor Blocher Community Room Policy North Manchester Public Library

Purpose

The North Manchester Public Library Board of Trustees welcomes the use of the Blocher Community Room by responsible North Manchester area groups, organizations, and individuals. A major goal of the Library is to provide for the informational, recreational, cultural, and educational needs of the community, and it is expected that this room will be used to accomplish this goal.

Permission to meet at the Library, however, does not constitute an endorsement of the group's policies or beliefs. Publicity for a meeting by a non-library group must not be worded in such a manner as to imply Library sponsorship of the group's activities.

Meetings must not be of a nature which would interfere with the normal operations of the Library.

The Director of NMPL is responsible for the administration of this policy and may establish procedures necessary for the efficient management and use of this room.

Applications and Scheduling

Library sponsored meetings and programs have preference over all other requests. The Library reserves the right to revoke reservations for the Blocher Community Room at any time for Library functions; notice of such revocation will be given no less than two weeks prior to the date of reservation.

An application shall be provided by the Library and executed by the applicant or an authorized representative of the applicant. Applicants must be at least eighteen (18) years of age.

Deposits or rental fees shall accompany each application. A deposit must be made or a rental fee paid for each reserved day on the application. Deposit & rental fee amounts are determined and periodically reviewed by the Board of Trustees.

The operating days and hours of the Blocher Community Room are Monday through Saturday, 7am to 10pm. Events may only be held during these operating times.

Bookings may not be made more than six (6) months in advance. Applicants may have up to three (3) bookings per six (6) month period.

Certain nonprofit organizations, community groups, and governmental entities may reserve the Blocher Community Room for more than three (3) scheduled events, at the discretion of the Director. The room must be booked by an authorized representative of the applicant and bookings may not be made more than 12 months in advance.

Only the North Manchester Public Library and The North Manchester Friends of the Library may schedule events as far in advance as necessary and as frequently as needed.

Prohibititons and Limitations

- The capacity of the Blocher Community Room is 60 people using tables & chairs or 80 people using chairs only.
- Children may use the Blocher Community Room only when under adequate adult supervision. No fewer than 2 adults must provide supervision for every 20 children in attendance, with a minimum of 2 adult supervisors for any children's group.
- The following activities are expressly prohibited: buying, selling, advertising, or trading products or services for cash or other consideration, except in support of the Library or other nonprofit organizations with permission of the Board/Director. However, groups may restrict meetings to their own members and make normal collection of the dues/fees.
- A kitchenette facility is available for serving light refreshments. Preparation, catering, or serving of meals are not permitted. Alcoholic beverages and smoking are not permitted in the Blocher Community Room.
- Decorations are limited to table decorations only. No decorations may be attached in any way to the walls or ceiling
- The use of glitter products, open flames, tapes, adhesives, or tacks is prohibited.

Rental Fees & Deposits

For private events, such as birthday celebrations, baby showers, graduation parties, buisness meetings, bridal showers, etc, a fee will be charged at the time of application.

The amount will be based upon hours of use:

- Reservations lasting four (4) hours or less will be charged a rental fee of forty dollars (\$40.00).
- Reservation times over four (4) hours will be charged a rental fee of sixty dollars (\$60.00).

Rental fees will be deposited by the Library after the reservation date, on the next Library operating day. The applicant will be charged any expenses incurred by the Library for any check returned for lack of sufficient funds, a "stop payment", forgery, etc.

For public events, applicants must put down a deposit for each scheduled date in the amount of forty dollars (\$40.00).

Ten (10) calendar days following the event, if deposit has not been claimed, the deposit will be handled as follows:

- If cash: deposit will be considered a non-refundable donation to the Library.
- If check: deposit will be marked *void*.

Applicant's Responsibilities

The responsibilities of the applicant include but are not limited to:

- Obtaining keys
 - Keys may be obtained up to one (1) day before scheduled event. However, applicants are only permitted into the Blocher Community room during their scheduled hours.
 - Only applicants or members of the applying organization may obtain a key.
 - Keys will be checked out to applicant's Library account.
 - If applicant does not have an account with the Library, the keys will be checked out to the *Library Keys* account. A name and phone number will be required.
- Groups are responsible for loading, unloading, and operating supplies, materials, and equipment. Library staff will be unable to provide assistance.
- Returning the room to its standard set-up as depicted in the attached diagram (diagram also posted in the kitchenette and storage closet).
- Leaving the Blocher Community Room, kitchenette, restrooms, and accessible areas in a clean, neat, and orderly condition (refer to Checklist).
- Powering off projector/speaker system and placing any equipment in Equipment Bin or Equipment Drawer (if used).
- Securing the building after the meeting has ended (refer to Checklist).
- Promptly reporting any damages to Library staff.
- Returning keys to front desk and obtaining deposit (if applicable). Keys must be returned during Library open hours, within two (2) days after the reserved event.

Loss or Damage

The Library assumes no liability for any loss, damage of property, or injury to people arising from the use of the Blocher Community Room by the applicant, the applicant organization's members, and/or guests.

However, damages to or misuse of the Blocher Community Room or of Library grounds may result in additional charges and fees. Charges in excess of the amount of the deposit or rental fee shall be billed to and must be paid in full by the applicant.

Cancellations

The Library must be notified of cancellations. Cancellations must be made within twenty-four (24) hours of Blocher Community Room bookings. The Library shall not offer a refund of deposits or rental fees without proper notice of cancellation.

The Library will provide notice if a Blocher Community Room booking must be canceled by the Library. Notifications will be made via the provided phone number. The Library will not be held libable for any failed notifications owing to invalid contact information provided by the applicant.

In the event that the Library cancels a Blocher Community Room reservation, refunds of deposits/rental fees will be offered for each canceled event.

Deposits and rental fees will be held for ten (10) calendar days after cancellation. After ten (10) days, if a deposit or a rental fee has not been claimed, it will be handled as follows:

- If cash: deposit/fee will be considered a non-refundable donation to the Library.
- If check: deposit/fee will be marked *void*.

Suspension of Privileges

Misuse, destruction of property, or violation of this policy may result in suspension of privileges to hold further meetings in the Blocher Community Room.

**Application for Use:
Glen & Eleanor Blocher Community Room
North Manchester Public Library**

Applicants and/or Organization: _____

Address: _____

Telephone: _____

Purpose of Event(s): _____

Date(s) of Event(s)	Rental Hours	Expected Attendances

Equipment & Supplies Provided:

- Up to 12 tables (eight 36" x 72" and four 36" x 36")
- Up to 80 stackable chairs
- Kitchenette with sink, refrigerator, microwave, coffee maker, and trash receptable
- Ceiling-mounted projection screen and sound system
- Microphone
- Podium
- Laptop (**upon request**)

Organization and/or its undersigned representative does hereby agree to abide by the Blocher Community Room policy and will be financially responsible for misuse or damage, with respect to the use of the Blocher Community Room.

Signature

Date

Printed Name

Staff Use Only

Approved by: _____

Today's Date: _____

Deposit

Rental Fee

Reservation Date	Ck. Num/Cash		Deposited	Refunded	Donated	Voided	Date and Initial

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