

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 an authorized representative of the applicant. Applicants must be at least eighteen (18) years of age.

Reservations will be made only with a completed application and a received deposit and may not be made more than one year in advance.

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. Applicants may have up to 3 non-consecutive events at a time reserved per 12 month period.

Special organizations and groups may reserve the Blocher Community Room for more than 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.

Deposit

A deposit shall accompany each application. The amount is determined and periodically reviewed by the Board of Trustees. The deposit will be returned minus any necessary deductions for damages, misuse, or unreturned keys. Charges in excess of the amount of the deposit shall be billed to and must be paid in full by the applicant. Applicant has ten (10) calendar days following the final scheduled event to obtain deposit. After ten days, 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*.

Prohibitions 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 non-profit 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.

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.
 - 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.
- 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 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.
 - Keys must be returned during Library hours within two (2) days following the reserved event.
 - Deposit can be obtained when returning keys.

Loss or Damage

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

Suspension of Privileges

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

Donations

Donations of deposit are gratefully accepted and will be deposited into the Library's Gift Fund.

Blocher Community Room Checklist

To ensure that you receive the full deposit when you return your Blocher Community Room keys, please use the following checklist.

Countertops, tables, and sink area have been wiped off with Concept 256 (available in cabinet below sink).	
Floors have been swept with Blue Dust Mop and broom (located in the maintenance closet).	
Chairs and tables are set back in the correct arrangement (see chart).	
Podium has been returned to its correct location (see chart).	
Blackboard has been left clean (if used).	
Whiteboard is clean and returned to the storage closet (if used).	
Projection/Sound System has been turned off and any equipment has been placed in Equipment Drawer (If used).	
All decorations have been removed.	
Dishes have been cleaned and put away (if used).	
Coffee maker is clean and unplugged (if used).	
Chairs has been checked for spots (a cleaning kit is available in the kitchenette).	
Refrigerator has been left clean and applicant's items removed.	
Trash has been removed (trash bags are under the sink).	
Thermostats should be set at 70 degrees.	
Check bathrooms, flush toilets if needed, and turn lights off.	
Interior and exterior doors have been checked to make sure they are locked.	

**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 Attendance

Equipment & Supplies Provided:

- 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: _____

Confirmed Date(s) of Event(s): _____

Date Deposit Filed: _____

Cash/Check #: _____

Rollover Application (*Optional*)

To Be Marked Following Event(s): STAFF USE ONLY

Applicant's deposit has been:

Refunded

Voided

Donated

Not Refunded

If marked **Not Refunded**, please elaborate:

Staff Initials: _____

Date: _____

Director's Signature (if marked Not Refunded): _____

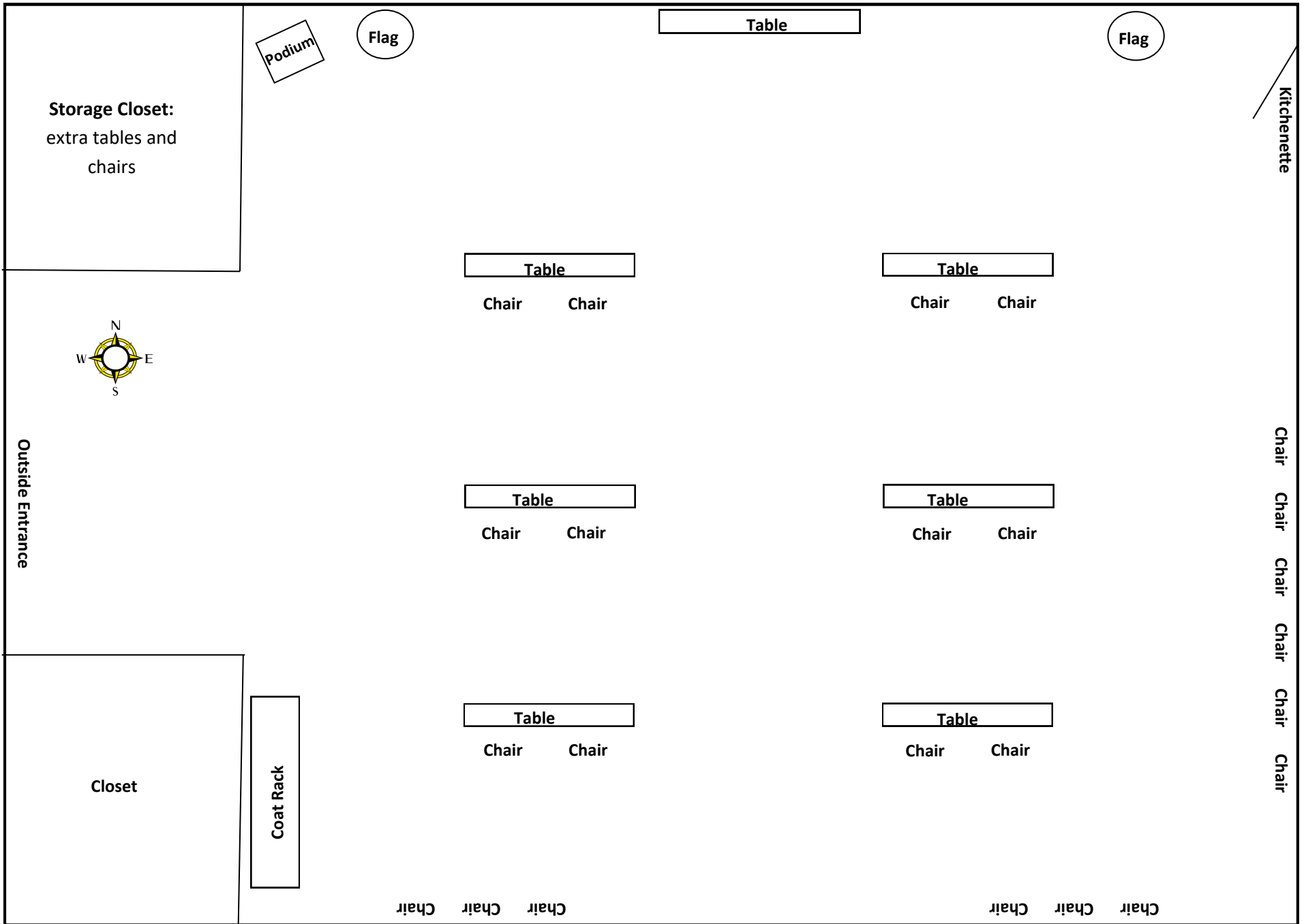
Deposit for use of the Blocher Community Room has been returned to the applicant by the North Manchester Public Library.

Signature: _____

Date: _____

Staff Initials: _____

NMPL Blocher Community Room Floor Plan



Rotunda Entrance