**Bloomfield – Eastern Greene County Public Library**

125 South Franklin Street

Bloomfield, IN 47424

## **Ph 812-384-4125 - Fax 812-384-0820**

bloomfield.lib.in.us

Eastern Branch

### 11453 E. State Road 54, Bloomfield, IN 47424 **Ph & Fax: 812-825-2677**

***In the event of an emergency, dial 911. After hours contact numbers are located on the key envelope.***

ANNEX POLICY The Bloomfield-Eastern Greene County Public Library provides meeting room space in the Library Annex, with maximum of 50 people, at no charge to the persons wishing to present programs or hold meetings which serve the community’s needs for: education, information, entertainment, and cultural enrichment. This service enables the library to further its mission of providing the best possible free services to patrons of the library.

ELIGIBLE USERS, FREE OF CHARGE

1. In general, civic groups, service clubs, other not-for-profit groups or educational programs sponsored by responsible local citizens or organizations, will be allowed to use the space free of charge.

2. A responsible adult (18 years of age or older) must be present at all activities held in the meeting room.

3. All activities are scheduled only as they do not interfere with library programs, or the normal operation of the library.

FEE SCHEDULE

Personal or family parties, and activities from which the scheduling party will derive commercial gain may reserve the Annex. Private or for-profit groups may use the Library Annex according to the following fee schedule:

1. Hourly:

 $25 (per group if multiple groups sharing)

2. Daily:

 $100 (per group if multiple groups sharing)

SCHEDULING Eligible patrons may schedule the Library Annex using the following procedures:

1. Reservations may be made by telephone or at the adult circulation desk at Bloomfield; the group or their designated representative needs to complete a registration form at least one week prior to the meeting. This person will be the library contact person should a change of scheduling be necessary.

2. Reservations may be made in July or thereafter for the months September-December, and in November for the months of January-May, and in April for the months of June-August.

3. Reservations are taken on a first-come, first-booked basis; however, library programs will always take precedence over all other scheduling.

4. The Library Annex may be reserved between 8:00 AM and 10:00 PM seven days/week. If outside of library hours, a key will need to be picked up one day early to provide access. In special cases, a key may be picked up earlier.

5. Your group name and meeting time will appear on our online Community Calendar website.

6. When the Library is closed due to inclement weather, all scheduled programs will be cancelled. Staff do not have access to your contact info from home. Please check Facebook, WFIU, WTWO, or WTHI for closings.

KEYS You will need a key to access the Annex. Please allow time to check out the key from the adult desk prior to your event. If your event is outside of normal library hours, a key may be picked up at the main library adult circulation desk the day before. The person who has signed the registration form will be issued a key and will be responsible for locking the Library Annex and returning the key when finished. Setup and clean up for the event must be done within the reserved hours. In the case of an event running later than normal library hours, clean up and returning of the key to the book return box next to the main library door must be done by midnight. The key be returned to the library by placing it in the envelope provided and dropping it in the book return box next to the main library door.

REFRESHMENTS Light refreshments may be served. Please keep in mind that certain beverages (grape juice, cherry Kool-Aid, etc.) are far more likely to stain if spilled. **At the** **Annex, groups currently do not have access to a refrigerator, kitchen sink, or other kitchen items.**  ALCOHOLIC BEVERAGES, SMOKING, AND OTHER TOBACCO USE, WHICH INCLUDES ELECTRONIC CIGARETTES, ARE NOT ALLOWED.

SET-UP and CLEAN-UP It is the group’s responsibility to arrange the space the way they want it and they may leave it as they used it. Rearranging will be the responsibility of the next group. However, it is necessary that the group straighten and clean up any mess so that the room is ready for the next group. Each group assumes full authority for any damages or cleaning charges which occur as a result of the group’s use. Consistent or recurring abuse will be cause for denial of access to the meeting room. A carpet sweeper is available in the storage area.A list of departing procedures is posted on the key envelope. Please ensure your group goes through the list prior to leaving the Annex.

EQUIPMENT

At the Annex, there are three (3) 60-inch round tables and three (3) 48- inch round tables available with 50 chairs. There are 2 rectangular tables, each 6 feet long.

**We will be glad to work with you to make your use of the Library Annex a pleasant experience. Please help by observing the guidelines above.**

ADMINISTRATIVE POLICY

* All use of the Library Annex is subject to the approval of the library administration.
* The lower level of the Annex is off-limits, and your group is to remain on the main/upper floor.
* The Library will not discriminate on the basis of race, religion, age, gender, national origin or disability in providing space for meetings. However, each group must have one person of legal age designated as an official contact person for liability purposes.
* The library reserves the right to determine priorities in assigning Library Annex space.
* The library reserves the right to change or cancel reservations in emergency situations.
* The library reserves the right to terminate the use of the facilities.
* The library is not liable for injuries to people or damage to or loss of property of organizations using the community room/library annex.

DEPARTURE PROCEDURES

* + - 1. Record the number of people who attended in the entry-way lobby at the Annex.
			2. Sweep floors and wiped off tables and counter (if used).
			3. Check restrooms, leave doors propped open.
			4. Turn off the lights in Library Annex (all light switches upstairs are behind the teller desk)
			5. Lock the Library Annex door from the outside. Be sure to pull on the left hand door to be sure it is also locked. The levers for this door are on the inside edge of the door; one locks up into the door frame, the other locks down into the floor
			6. Place the key in the envelope and put the envelope in the book drop slot to the right of the door at the Main Library building.

**We hope you had a good experience in our community room. If there are any problems, please bring them to our attention.**

**Bloomfield-Eastern Greene County Public Library**

**Request for Community Room/Branch/Library Annex Use**

***In January of each year, groups need to fill out a new form to keep us up-to-date.***

Name of Group or Individual Requesting Community Room/Eastern Branch/Library Annex Space:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person representing the group:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of meeting:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and time of meeting:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If reoccurring, please state frequency:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of persons expected to attend:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X

**Statement of Responsibility**

I have read the policy for the community room/branch/library annex use and agree to abide by all of the regulations outlined in that policy.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_