



## **Bloomfield - Eastern Greene County Public Library**

125 South Franklin Street  
Bloomfield, IN 47424  
*Ph 812-384-4125 - Fax 812-384-0820*

### **Eastern Branch**

11453 East State Road 54  
Bloomfield, IN 47424  
*Ph & Fax: 812-825-2677*  
[www.bloomfield.lib.in.us](http://www.bloomfield.lib.in.us)

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

**MEETING ROOM POLICY** The Bloomfield-Eastern Greene County Public Library provides meeting room space in the Community Room at the main library (maximum of 50 people) and at the Eastern Branch (maximum of 15 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** Those interested in using the Community Room will need to comply with the following eligibility guidelines.

1. In general, use of the meeting rooms will be limited to civic groups, service clubs, other not-for-profit groups or educational programs sponsored by responsible local citizens or organizations.
2. A responsible adult (18 years of age or older) must be present at all activities held in the meeting room.
3. The following list, while not all-inclusive, gives examples of activities which may **not** be booked:
  - a. Activities which may interfere with the normal operation of the library
  - b. Personal or family parties
  - c. Activities from which the scheduling party will derive commercial gain (unless specifically approved at time of scheduling)

**SCHEDULING** Eligible patrons may schedule the Community Room using the following procedures.

1. Reservations may be made by telephone or at the adult circulation desk at Bloomfield or at the Eastern Branch desk; 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 community room may be reserved between 8:00 AM and 10:00 Pm. If necessary, a key may 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 will do their best to contact your group's representative.

**KEYS** If a group needs access before normal library hours for set-up purposes, a key may be picked up at the main circulation desk the day before. If a group will be in the building after library hours, the person who has signed the registration form will be issued a key and will be responsible for locking the community room and the

outside door. At **Bloomfield**, the key is to then be returned to the library by placing it in the envelope provided and dropping it in the book return box next to the main door. At **Eastern**, the envelope with the key may be put in the drive-up book return box.

**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 **Bloomfield**, there is a refrigerator and microwave available in the community room as well as a coffee pot. At **Eastern**, there is a small refrigerator and 2 burner stove units and a microwave. Everything else must be provided. **ALCOHOLIC BEVERAGES, SMOKING, AND OTHER TABACCO 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 refrigerator as well as the key envelope. Please ensure your group goes through the list prior to leaving the library.

**EQUIPMENT** At **Bloomfield** there are 50 chairs, 4 six-foot tables and 5 individual tables which the group may arrange to suit their needs. The library also has a TV (only for use with DVD or VCR), DVD/VCR player (remote control available from the Children's Department during open hours), piano, projection screen, podium, dry-erase board, and coffee pot (coffee nor supplies provided by library). The group is responsible for bringing any other equipment or supplies needed. Additionally, staff is available to give tours or provide other library oriented programs for your group (given proper notice). At **Eastern**, there are 2 six-foot tables and 15 chairs.

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

## ADMINISTRATIVE POLICY

- All use of the community room is subject to the approval of the library administration.
- 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 community room 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.

## DEPARTURE PROCEDURES

1. Record the number of people who attended on the chart found on the refrigerator.
2. Sweep floors and wiped off tables and counter (if used).
3. Clean out and unplug Coffee pot and other appliances.
4. Turn off the lights in Community Room.
5. Lock the Community Room door.
6. Check restrooms, leave doors propped open.
7. Turn off lights in the lobby—the switch is on left-hand wall in the outer lobby. (Emergency lights will always remain on.)
8. Lock the main doors from 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
9. Place the key in the envelope and put the envelope in the book drop slot to the right of the door.

