

THEATRE & MEETING ROOM POLICY
FRANKFORT COMMUNITY PUBLIC LIBRARY
CLINTON COUNTY CONTRACTUAL PUBLIC LIBRARY
208 W. CLINTON STREET, FRANKFORT, IN 46041
TELEPHONE: 765-654-8746 / FAX: 765-654-8747
Reviewed and Approved by Library Trustees September 13, 2021

Purpose

The use of the library facilities shall be for the purpose of presenting programs of culture, education, information or entertainment. Granting the use of its meeting rooms does not imply approval by the Library of the group, meeting, or the ideas presented at the meeting. **All meetings will be open to the public and may be monitored by Library staff to ensure compliance with these policies.**

Who May Use the Rooms

- The meeting rooms are available for use by civic, community, cultural, or educational organizations for non-commercial and non-profit purposes.
- The representative of the organization signing for the room must be a resident of Clinton County, 18 years of age or older and a Library cardholder. Official government agencies and boards are exempt from the cardholder requirement.
- Rooms are available to businesses located in Clinton County for non-commercial use only.
- Elected officials may use meeting rooms for informational meetings with their constituents.

Meeting Room Policy

In order to use the meeting rooms, a representative of the group must take the responsibility for the group's use of the room by signing a Meeting Room Application.

Each organization assumes the full responsibility for any damages incurred resulting from use of the meeting room facilities. Abuse of the facilities will be sufficient cause to deny further use of the room. If a group fails to leave a meeting room or equipment in its original configuration and condition, it will be charged a fee.

- Maintenance (reset room, clean carpet, repair furniture): \$25/hour.
- Equipment damage or replacement: Cost + \$10 service fee.

The Library assumes no responsibility for hats, coats, or other personal belongings of persons attending meetings; neither does it guarantee parking facilities for those planning to attend the meeting.

Library programs will take precedence over all other activities. The Library reserves the right to change or cancel reservations and to determine priorities in assigning meeting room space. Organizations or businesses will be required to file a certificate of liability insurance. The Library reserves the option to waive this requirement under certain circumstances.

The Library Board has vested the Director with the authority to supervise meeting room use and interpret these policies. Failure to comply with these regulations or the directive of the designated representative of the Library may result in a cancellation of further use of the Library facilities.

Use of the meeting rooms shall conform to the Library's Rules and the *Children Visiting the Library Policy*.

Prohibited Uses and Activities

- The meeting rooms may not be used for personal or family parties or for gatherings of a purely social nature.
- Non-library sponsored groups may not charge admission nor solicit or require donations for attendance at the meetings.

Exceptions may be made for the Theatre:

- Businesses or organizations may charge admission or accept donations in the Theatre if all profits will be used for a charitable cause within the Frankfort or Clinton County Contractual Public Library district. The wages of library employees will not be waived.
- Groups cannot collect dues on the premises, nor can products or services be solicited or sold.
- Storage space for equipment or supplies for groups using the meeting room is not available unless arrangements have been made with the Library Director.
- Smoking, gambling, or alcoholic beverages and/or illegal drugs are not permitted.
- Red punch/beverages are prohibited.
- No food or drinks are allowed in the Theatre.
- No flames of any kind are permitted, unless special arrangements have been made with the Library Director.
- Do not use any kind of tape or adhesive to affix posters or signs on the walls, doors, paneling, windows, or any other portion of the building or furniture. Pins or staples only can be used to affix posters or signs to canvas covered walls. You will be charged for the clean up or repair of any damage to the building or furniture.

Procedures/General Rules for Use of Meeting Rooms

Meeting Room Application

- Application for use of the Theatre or a meeting room must be made on the Theatre/Meeting Room Application and signed by a representative of the requesting organization or group before approval for use may be given. Such representatives must provide a current address and telephone number of their residence in the library district.
- It is suggested that organizations make reservations as early as possible to assure the type of facility and time desired.
- Reservations may be made by calling 765-654-8746 and asking for the Administrative Office, but an application form must be completed and signed 24 hours before the time of the meeting.
- Advance notice of 24 hours must be given to the library in the event that a scheduled meeting is to be cancelled. If 24 hours notice is not given, you will be charged for the room.
- A group may not schedule more than 24 meetings per year. The group need file only one application; however, each meeting date will be noted on the application. Any group wishing to continue use of the room the following year will be requested to fill out a new application prior to January 1st.
The library reserves the right to limit the number of bookings which any one group or organization may make for any one week.
- Meetings may not be booked before 8 a.m. and should adjourn no later than 9:00 p.m. Arrangements for use of the meeting room before 9:00 a.m. or past 8:00 p.m. must be made at the time of the booking or not later than 48 hours prior to the time for which the meeting is scheduled. Meeting rooms are available on Sundays only during open Library hours. The area must be restored to its original condition.
- In the event of an emergency closing of the library, all reservations are automatically cancelled and any fees will be refunded. Library staff will attempt to inform the contact person of the closing.

Equipment Use

Reservations for the use of the library-owned audio visual equipment including the use of the Theatre lighting and sound booth must be made in advance. An individual who is familiar with the operation of the equipment must be listed as taking responsibility for the equipment. The library reserves the right to insist upon library staff operation of equipment if it sees fit to do so. Hearing assistance system is available upon request.

Food

Organizations which desire to use the kitchen facilities must arrange for such use prior to the scheduled meeting date. The Board Room, Multipurpose Room, Hubbard Gallery and Art Studio are served by a kitchenette. Light refreshments may be served in the meeting rooms but shall not be carried into the Theatre. See Room Fees for charge.

Light refreshments – coffee, non-alcoholic beverages, cookies – may be served. Caterers must be provided if meals are to be served. The caterer is responsible for leaving the premises in a clean and normal operating order. Any equipment brought in should be removed promptly after the meeting, as other groups may be using the rooms. Each group needs to furnish its own supplies (office & refreshment supplies). You may bring your own coffee pot.

Set-up and Clean-up

Groups may arrange the tables and chairs to suit their needs. Each group will clean up the room; pick up trash, turn off stove, place tables and chairs in original positions, and turn off lights.

Parking

Free parking is located on the west end of the building and also behind the Library. Clinton Street is two hour parking. Cars will be ticketed on Clinton Street after the two hour limit. Do not park in the private lot across the street from the Library. This lot is reserved for the Farmers Bank and the First Christian Church. Your vehicle may be towed.

Room Rental Fees

The Library Board has attempted to keep fees to a minimum. If you feel that the facilities and services you received were outstanding, donations are accepted.

Room Name	Room Number	Legal Capacity	Seating	Not-For-Profit Rate per hour	Room Rate per Hour
Seminar (Circ.)	112	6	4	None	None
Lower Level Mtg. Rm.	Lower Level	25	20	None	\$10.00
Mae Conard Art Studio	204	68	20	None	\$10.00
Board Room	212	25	20	None	\$10.00
Multi-Purpose	219A	43	30	None	\$10.00
Multi-Purpose	219B	43	30	None	\$10.00
Music Room	225	20	10	None	\$10.00
McKown Gallery	226	20	10	None	\$10.00
Hubbard Gallery	205			None	\$10.00
Kitchen Facilities				None	\$10.00
Theatre Facilities	414	200		\$50.00 per hour	\$100.00 per hour
Lighting & Sound*				\$35.00 per hour	\$35.00 per hour

*There is no charge for basic presets for lighting and sound. Anything beyond basic presets will be charged at the \$35/hour rate.

Eligibility for Not-For-Profit Rate:

1. Organization must have a community base within Clinton County and be non-commercial in purpose.
2. Organization shall not exclude persons because of race, religion, social status, or age.
3. Organization may be required to provide a copy of their 501 C-3 status to qualify for the reduced rate.
4. Proof of non-profit status may be required.

Elizabeth O'Rear Skanta Theatre:

No room charge will be made to a school or governmental unit if there is a reciprocal agreement not to charge for facilities. Wages of staff will not be waived.

If an organization is refused the use of the facility, a written request may be presented to the Library Board for reconsideration at their next regularly scheduled meeting.

THEATRE AND/OR MEETING ROOM APPLICATION
FRANKFORT COMMUNITY PUBLIC LIBRARY
LIBRARY CARD REQUIRED

Use of the theatre or room(s) _____ is requested by:

Name of Organization _____

Name of Applicant _____ Title _____

(Must be a resident of Library District)

Address _____ Phone: _____

_____ Fax: _____

Other Responsible Party _____ Title _____

Address _____ Phone: _____

Purpose of Organization _____

Certificate of Liability Insurance _____

Date or Dates Requested: _____

Time: From _____ To: _____ (include set-up & clean-up in reserved times)

Expected Attendance _____

Equipment Request

Whiteboard ___ Flip Chart ___ Easel ___ Chalkboard ___ Screen ___ Podium ___

PA ___ LCD Projector ___ Laptop ___ TV/VCR/DVD ___ Other _____

Sound ___ Lighting ___ Technician _____

****It is your responsibility to set up the room and return the room to its original condition****

<u>Date</u>	<u>Name of Event</u>	<u>Description of Event</u>	<u>Time of Event</u>
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I, the undersigned as a responsible representative of the organization making application for library meeting room use, do agree to abide by these rules and policies as stated.

SIGNED: _____ **DATE:** _____

(Please do not write below this line)

Approved by _____ Title _____

Confirmed Date(s) _____ Room(s) _____

Sound or Lighting Technician scheduled _____

Total Fees _____ Date Billed _____ Date Received _____