

**Batesville Memorial Public Library || 131 North Walnut Street || Batesville, IN 47006**  
**Library Meeting Room Policies**

**Fees and Charges**

*Apply to all businesses and for-profit groups and individuals*

For the use of either Meeting Room A or B, the Study Room, or the Library Annex, the fee is \$50.00 per day, payable to the library before using the room.

For the use of both Meeting Room A and B, the fee is \$100.00 per day, payable to the library before using the rooms.

No admission charge may be made for meetings held at the library. No buying or selling is permitted without prior approval from the Library Director. Membership dues and/or registration fees covering the cost of materials or speakers are acceptable. Library staff will not be responsible for the collection of such fees.

**Procedures for Scheduling a Meeting Room**

1. Contact the library during regular library hours to schedule a meeting room. You may either email us at [reference@ebatesville.com] or phone us at 812-934-4706.
2. Prior to actual use of the meeting room(s), businesses and other for-profit groups and/or individuals (and others if requested) are to complete and return to the library a **Permit For Use of Library Meeting Rooms** form.
3. A member of the library staff will contact the requesting entity to confirm details of the meeting room use, fees (if applicable), and schedule.

**Conditions of Use**

1. Meeting Room use will be scheduled with the following priorities:
  - (1) Library-sponsored programs, meetings, events, etc.
  - (2) School-sponsored programs and other meetings of a formal educational nature, as determined by the Library Director.
  - (3) Non-profit organizations, groups and individuals meetings and programs.
  - (4) Businesses and other for-profit groups and individuals.
2. Only three consecutive meetings will be scheduled at a time for any group or individual.
3. Meeting rooms will not be scheduled for businesses or other for-profit groups and individuals more than 90 days (or less than one week) in advance.
4. Meeting rooms in the library building are available only during the hours that the library is open to the public. Persons using the meeting rooms will not be able to enter the building until 9:00 a.m. Monday through Friday, 10:00 a.m. on Saturday, or 1:00 p.m. Sunday, so meeting times should be planned accordingly.
5. All meeting room occupants must vacate the library no later than 8:00 p.m. Monday through Thursday, or 5:00 p.m. Friday, Saturday, or Sunday.
6. Meeting rooms in the library building will not be available to the public on any day that the library is closed.

**(OTHER SIDE)**

7. The Library Annex at 10 West Boehringer Street may be available during other hours if the group or individual is approved for borrowing a key to the Boehringer Street door. This key must be returned to the library immediately upon completion of the meeting. If the library is closed, the key may be put in the Returns slot on the side of the library building.
8. **The library must be notified by phone (812-934-4706) if a scheduled meeting is canceled and the room is no longer needed. In the case of repeated failures to notify the library of a meeting cancellation, the library reserves the right to refuse meeting room scheduling for that business, group or individual.**
9. Each group is responsible for damages to facilities and equipment, as well as for provision of clean up.
10. Smoking is not permitted anywhere on the library grounds, including inside and outside the library building and Library Annex.
11. Alcoholic beverages may not be served or consumed by non-library groups or individuals using the meeting rooms or the Annex. Food and non-alcoholic beverages are allowed in meeting rooms and the Annex during scheduled meetings.
12. Children must be accompanied by a care giver in the library and/or Annex. Adults attending meetings must not leave children unsupervised in the library or the Annex.
13. Groups and/or individuals using the meeting rooms or Annex are expected to arrange the chairs and tables to suit their own purpose. Following the meeting, and before vacating the building, chairs and tables are to be returned to their original arrangement unless otherwise designated by the library staff.
14. The library's sound equipment, projection equipment, pads and easels, podiums, television and video/DVD players may be used only when arrangements are made in advance. Equipment is available on a first-come, first-served basis.
15. Items are not to be removed from or put onto the floors, walls or other parts of the meeting rooms or Annex without permission of the Library Director. Track lights in Meeting Rooms A and B may be move or adjusted only by library staff.
16. Use of the meeting rooms or Annex does not constitute library endorsement of the viewpoints expressed by participants in the meeting or program.
17. All non-library sponsored meetings will be open to the public and may be monitored by library staff to ensure compliance with these conditions.

**Batesville Memorial Public Library  
Open Hours:**

Monday through Thursday ... 9:00 a.m. - 8:00 p.m.  
Friday ... 9:00 a.m. - 5:00 p.m.  
Saturday ... 10:00 a.m. - 5:00 p.m.  
Sunday (August through May, during the school year) ... 1:00 – 5:00 p.m.

***The library may be closed on holidays, library staff training days, and/or in the case of inclement weather.***