

LaGrange County Public Library  
203 W. Spring Street  
LaGrange, IN 46761  
Phone: 260-463-2841

**Policy of the LaGrange County Public Library/ Shpshewana Branch Community  
Room  
Set Forth by the LaGrange County Public Library Board**

The Shpshewana Branch Library is very proud to have available a community room for the public to use. The community room is available on equal terms to all groups in the county, regardless of the individual beliefs and affiliations of their members. The facility is available to non-profit county, civic, educational, informational, recreational, and cultural organizations without charge.

Groups cannot use the room more than one day per week and only twice per month, unless approved by the director. The community room is not available on Sunday or holidays unless approved by the director. Out of county groups cannot use the room without the director's approval.

Granting permission to use the library facilities does not constitute an endorsement by the library staff or library board of the users or their beliefs and any misrepresentation of this fact will result in the loss of library use privileges for the offending group. Use of the premises may be terminated at any time if the conduct of the group, or any member of the group, is disruptive to library service, abusive, or dangerous to the building, library materials, exhibits, furnishings, or individuals in the building. Any group or individual who advertises an event to be held at the Shpshewana Branch Library Community Room is required to include the following disclaimer in their advertisements:

*DISCLAIMER: Granting permission to use the library facilities does not constitute an endorsement by the library staff or library board of the users or their beliefs.*

Since library-sponsored events take precedence, events scheduled in the Shpshewana Branch Library Community Room may be cancelled if the room is needed for a library event. This will be done at least 4 weeks prior to the scheduled event, and library staff will contact the group representative.

Reservation requests may be made in **person. No reservation will be finalized without a signed Community Room Agreement Form and payment of the required deposit.** Any library equipment needed should be reserved when reserving the room. Once we set the date on the calendar, you will receive a copy of the agreement form and check.

Groups using the Community Room will be expected to arrange the chairs and tables to suit their own needs. Library staff will not set up the room. Following the meeting, all chairs must be stacked, tables wiped off and folded down, food and beverages removed, spills cleaned, trash removed, foyer and bathrooms picked up.

A normal noise level and appropriate conduct will be expected of groups utilizing the facility. Parents/ guardians are responsible for providing supervision for children before, during, and after any functions.

Each entity that reserves library space assumes full responsibility for compliance with this policy and for any damage incurred resulting from the use of the facilities. **Abuse of the facilities, or violation of this policy will be sufficient cause to deny further use and will result in forfeiture of the security deposit.**

The library does not assume any responsibility for the security of personal items.

**Cancellation Policy:**

If your event is cancelled, you must notify the library before the scheduled date and time of the event. If the library does not receive notice of a cancellation, we reserve the right to keep your deposit.

**Fees:**

**Non-profit organizations-** no fee, \$50 security deposit required.

**Other organizations, individuals, and groups-** \$30 fee (plus sales tax of \$2.10), \$50 security deposit required.

**Policy violations/ damages-** \$75 minimum up to cost of damages and “not in good standing” status which may prevent future Community Room use.

**Security Deposit-** the security deposit will be returned in full after the event if the conditions of this policy have been met.

**Food and Drink:**

No smoking is allowed in any Shipshewana Branch Library facilities or on the grounds.

Alcoholic beverages are prohibited!

All spills and accidents must be immediately cleaned.

**Keys:**

**Because of the location of the Shipshewana Branch Community Room, no organization is allowed to use the room after closing hours, unless approved by the Library Director.**

Keys are made available when the Community Room is in use after regular library hours.

**Failure to return a key will result in the need to re-key the entire area. The cost of this procedure will be passed on the person who signed for the Community Room.**

**Trash Removal:**

The party responsible for the event must take all trash with him/her when leaving. If more than one bag of trash is left in the community room after an event, \$25 of the security deposit will be deducted to cover the cost.

## Community Room Agreement Form

Today's Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Nature of Organization: \_\_\_\_\_

Reservation Date: \_\_\_\_\_ Reservation Time: \_\_\_\_\_

Equipment Requested: \_\_\_\_\_ # of Tables \_\_\_\_\_ # of Chairs \_\_\_\_\_ TV  
\_\_\_\_\_ Projector \_\_\_\_\_ Kitchenette

Name of Representative: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Key Number \_\_\_\_\_ Key Received \_\_\_\_\_ Key Returned \_\_\_\_\_

**Deposit (\$50)** \_\_\_ Cash \_\_\_ Check# \_\_\_\_\_ **Fee (\$32.10)** \_\_\_ Cash \_\_\_ Check# \_\_\_\_\_

**Deposit Returned:** \_\_\_ **All** \_\_\_ **Partial (Reason:** \_\_\_\_\_)

\_\_\_ **None (Reason:** \_\_\_\_\_)

Number of Attendees \_\_\_\_\_

I assume all and exclusive responsibility for the preservation of order and the sole and exclusive liability for any injury of persons, and damage to, or loss of property that may result from this use; and for the due observance of all regulations of the Lagrange County Public Library Board, and acknowledge receipt of the rules and regulations regarding the use of the Community Room. I understand that all facilities and equipment must be left clean and in order after each meeting. I attest that the Community Room was clean and orderly upon my reception. I have read and will comply with the Community Room policy.

I understand that any group or individual who advertises an event to be held at the Community Room is required to include the following disclaimer on their advertisements:

*DISCLAIMER: Granting permission to use the library facilities does not constitute an endorsement by the library staff or library board of the users or their beliefs.*

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

### Patron Receipt

Name of Responsible Party: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Reservation Date: \_\_\_\_\_ Reservation Time: \_\_\_\_\_ Number of Attendees \_\_\_\_\_

Key Number \_\_\_\_\_ Key Received \_\_\_\_\_ Key Returned \_\_\_\_\_ Staff Initials \_\_\_\_\_

**Deposit (\$50)** \_\_\_ Cash \_\_\_ Check# \_\_\_\_\_ **Fee (\$32.10)** \_\_\_ Cash \_\_\_ Check# \_\_\_\_\_

- Checklist:**
- Clean room
  - Stack all chairs
  - Fold down all tables
  - Remove all food and beverages
  - Wipe off counters/ kitchenette area
  - Pick up foyer/hall
  - Lock exterior doors
  - Return all cleaning supplies
  - Sweep the floor

- Wipe off chairs
- Wipe off tables
- Clean all spills
- Clean coffee pot
- Pick up bathrooms
- Pick up all trash
- Remove all trash
- Return key