

LaGrange County Public Library
Topeka Branch
133 N. Main Street
Topeka, IN 46571
Phone: 260-593-3030

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

The Topeka 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 LaGrange County Public Library Topeka Branch 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 LaGrange County Public Library Topeka Branch 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 or via telephone. 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.

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.

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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, \$75 security deposit required

Other organizations, individuals, and groups- \$50 fee (plus sales tax of \$3.50), \$75 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 LaGrange County Public Library facility or on the grounds.

Alcoholic beverages are prohibited!

Kitchenette and appliances are available but must be cleaned thoroughly after use. Groups must bring their own supplies (food, tableware, flatware, dish cloths, towels, etc.).

All spills and accidents must be immediately cleaned.

Keys:

Keys will open the interior door, both exterior doors, and the cleaning closet located next to the front entrance of the library by the display cases in the hallway.

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 to the person who signed for the Community Room.

Trash Removal:

The party responsible for the event must take the 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 (\$75) ___ Cash ___ Check# _____ **Fee (\$53.50)** ___ 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 receipt. 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 (\$75) ___ Cash ___ Check# _____ **Fee (\$53.50)** ___ Cash ___ Check# _____

- Checklist:**
- | | |
|--|--|
| <input type="checkbox"/> Clean room | <input type="checkbox"/> Wipe off chairs |
| <input type="checkbox"/> Stack all chairs | <input type="checkbox"/> Wipe off tables |
| <input type="checkbox"/> Fold down all tables | <input type="checkbox"/> Clean all spills |
| <input type="checkbox"/> Remove all food and beverages | <input type="checkbox"/> Clean coffee pot |
| <input type="checkbox"/> Wipe off counters/ kitchenette area | <input type="checkbox"/> Pick up bathrooms |
| <input type="checkbox"/> Pick up foyer/hall | <input type="checkbox"/> Pick up all trash |
| <input type="checkbox"/> Lock exterior doors | <input type="checkbox"/> Remove all trash |
| <input type="checkbox"/> Return all cleaning supplies | <input type="checkbox"/> Return key |
| <input type="checkbox"/> Sweep the floor | |

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