Peru Public Library
Meeting and Study Room Usage Policy

Introduction

The purpose of the library's meeting and study rooms are to provide facilities for library activities and functions. When the rooms are not needed for library use, they may be made available as a designated and limited forum for meetings, programs and study conducted by nonprofit groups on subjects of educational, civic, or cultural interest to the residents of Peru. *The meeting room has a maximum capacity of 30, with up to 7 tables available for use, and applicable chairs.*

Our meeting and study rooms are available on an equitable basis, regardless of the beliefs of the groups requesting their use. Permission to use the rooms does not constitute sponsorship or endorsement of an organization or its activities, or the viewpoints expressed by the participants.

Meeting Room Availability and Use

1. Priority will be given to library sponsored programs and meetings. The library reserves the right to cancel a scheduled meeting if the room is needed for library use. The library will provide as much notice as possible if a meeting must be cancelled. In the event of a building emergency, or weather-related emergency, the library reserves the right to cancel the meeting without notifying the contact person.

2. Groups and organizations that wish to use the library's facilities must be nonprofit and with a preference given to organizations that have a membership of fifty percent or more residing within Peru.

3. To reserve the Peru Library Meeting Room, an application must be submitted in writing. The library does not guarantee that the requested room or time will be available. Additionally, the application must be completed by an individual representing the organization/group; and shall indemnify, defend, and hold harmless Peru Public Library, its officers, agents, and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from a negligent act, omission or error of the group resulting in or relating to personal injuries or property damage arising from the groups' use of the library.

4. Groups holding meetings must in no way affiliate themselves with the library, either through written publicity, signage, or verbal statements. Any publicity for the meeting must include the statement "this is not a program sponsored by or affiliated with Peru Public Library". Any contact information in publicity for the meeting must be that of the organization hosting the meeting. Use of the library's logo by requestors is allowed at the director's discretion, the request and approval will be completed in writing. .

5. Meetings, programs, or events may not disrupt library users or staff. The library reserves the right to terminate usage that disrupts or interferes with library operations, or violates the code of conduct. Failure to observe these rules may be the basis for denial of all future meeting room requests by the group, organization, or individuals. Additionally, library staff will refer questions about the organization or group other than the day and time of the meeting to the contact on the meeting room application.

6. All meetings must be free of charge or donation and open to the general public. A sign may be posted at the door of the meeting room indicating the group that is meeting, and must not be posted more than 30 minutes before the meeting begins. The sign must be brought by the meeting organizers. Signs may not be posted anywhere else in the library. Attendees at any meeting are not required to be members of the sponsoring organization or group. No sales or fund-raising activities may take place. Exceptions for fundraising activities that benefit the library may be made with prior Library Director approval.

7. Meeting space will not be provided for social gatherings or private parties.

8. Space is reserved on a "first come, first served" basis. If an organization or group needs to cancel a

reservation, it should notify the library a minimum of 24 hours in advance. Groups that fail to notify the library of a cancellation may lose the privilege of scheduling space in the future.

The library will not accept repeat reservations more than 90 days in advance.

9. Meeting space may be provided for groups of children that are supervised by adults. The library does not provide facilities or personnel for child care. Groups using the library's space are not permitted to use the library's facilities for child care, even if they provide their own child care personnel.

10. The library will not be responsible for any loss, theft or damage to any equipment or to the personal belongings of people using the meeting or study rooms. The contact person on the application will be liable for any damages to facilities and furnishings.

11. Meeting space is available during library operational hours until one half hour before the library closes

12. No alcoholic beverages may be served at any function held in any part of the library, or on library grounds.

Meeting Room

1. Light refreshments may be served in the meeting room. When refreshments are served, a fee of $30.00 is charged to the group, in advance of the meeting. Open flames, such as candles or Sterno-type heating devices, are not permitted. The group using the meeting space must provide all dishes, utensils and supplies. The group is responsible for cleaning up our meeting room, tables, chairs, counter space and floor at the conclusion of the meeting.

2. The organization/group will be responsible for setting up the meeting space with the provided tables and chairs to suit their needs. Library staff will not be available to set up special equipment brought by the group using the space or carry supplies to and from the meeting space. The meeting room will be returned to its original configuration before leaving.

3. The library may provide the following audio-visual equipment for use: TV; HDMI cord; easels. The library will not provide staff to operate or troubleshoot this equipment, nor is the library responsible for giving instructions in its use

Study Rooms

1. Reservations can be made with staff over the phone or in-person at the circulation desk.
2. Reservations are held for 10 minutes.
3. Use of a study room is limited to 3 hours per day, unless otherwise approved by the library director.
4. Leaving the room vacant for more than 15 minutes is considered forfeiture of any remaining time and/or removal of personal belongings to accommodate waiting patrons.
5. Please notify staff when finished.
6. Study Rooms must be vacated 15 minutes prior to the library's closing.
7. Food may not be taken into or consumed in the library's study rooms.

Adopted by Board action: 11 September 2024, revised 9 July 2026

Peru Public Library Meeting Room Application

Application Date _____

Date & Time of program/meeting_____ Length of meeting :_____

Name of Organization_____

Organization Address_____

Name of contact person or group representative_____

Contact information: Phone #_____ email_____

Estimated number attending: _____

Brief description of proposed program or meeting: _____

_____

_____

Equipment you may require from Peru Public Library: _____

_____

Description of refreshments, if permitted by library representative: _____

_____

The undersigned understands the Peru Public Library and the Peru Public Library Board of Trustees are not responsible for accidents or lost or damaged items belonging to any program participants. The undersigned takes financial responsibility for any damage to equipment, materials, or premises of the Peru Public Library during the meeting or program.

If refreshments (food or beverage, water included) are provided, a $30.00 clean up fee will be paid to the Peru Public Library prior to the program's start.

Groups using Peru Public Library meeting space must comply with the Americans with Disabilities Act (ADA) including providing qualified interpreters and/or auxiliary aids upon request. All meetings on library property shall be posted and open to the general public and are not required to be members of the sponsoring organization or group.

Additionally, groups using the Peru Public Library meeting space agree to not charge those that attend their meeting/program. The Peru Public Library will be indemnified, defended, and held harmless, by the organization requesting use of the meeting room. By signing below, I agree I have read and accepted all terms as outlined in the Peru Public Library Meeting Room and Study Room Usage Policy.

_____

Meeting Representative (Contract) Library Director or Designated Staff Member

Contact name:_____

Contact signature:_____

Library Staff approval: _____

Approval Date _____