

Anderson Public Library

Meeting Room Policy, Procedures and Services

Anderson Public Library provides meeting room space for public use by organized groups of over 6 people who meet the required criteria. All room reservations must be preapproved to ensure they meet library guidelines.

Reservations and Cancellations

Meeting rooms are available for use only during normal library business hours. Rooms must be requested at least one full business day in advance and reservations may be made up to one year in advance. Recurring reservations do not automatically renew for any period, and it is the responsibility of the individual and/or group representative to make additional reservations. Customers must read and agree to the Meeting Room Policy before use. Meeting rooms may be reserved up to one time per week.

An active (non-expired) APL library card must be provided by one of the group members in order to make a reservation.

Requests for reservations at either Main Library or Lapel Branch should be made online by visiting the library's [website](#). Each online reservation confirmation email will contain a unique link that can be used to cancel online, if needed. Room reservations or cancellations at Main Library may also be made by calling Public Services at 765-641-2456 during regular library hours. Lapel branch meeting rooms may be reserved or cancelled by phone at 765-313-4089 during regular branch hours. All reservation requests require a 48-hour window for approval.

Recurring “no shows” may result in restrictions of future meeting room use.

The library reserves the right to assign meeting rooms based on the best use of library facilities and to restrict the frequency of use. Library events take precedence over other scheduled events or meetings made by the public. The library reserves the right to change, cancel, or revoke reservations. If the library must make changes or cancellations to reservations, staff will provide the affected group as much advance notice as possible.

Qualifying Groups

- Non-profit, non-commercial groups and organizations may use the meeting rooms at no charge. Non-profit groups must have at least one member with an active APL library card.
- For-profit organizations may use the meeting rooms for a fee, for staff development or workforce recruitment purposes only. For-profit businesses and groups must have at least one member with an active APL library card.

Meeting Room Terms of Use



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111 East 12th Street

Anderson, Indiana 46016 | 765-641-2456

www.andersonlibrary.net

All events must be free of charge. No money may be exchanged prior to or during an event. Tickets may not be sold nor donations or freewill offerings taken. Library meeting rooms may not be used by any group to sell products or services, or to recruit potential partners or customers.

Meeting rooms must be reserved by someone 18 years old or older. A parent or responsible caregiver age 14 or older must accompany children under the age of 8 at all times. Adults attending meetings may not leave children under age 8 unsupervised anywhere in the library.

Meeting rooms may not be used for private tutoring, ~~or~~ individual study, or by groups of less than 6. Study rooms and tables are provided throughout the library for this use.

Private functions including, but not limited to, engagement or marriage celebrations, baby showers, birthday parties, or other similar events are not permitted.

All activities during the meeting or event must take place inside the reserved room only. Meeting room use must not disrupt other library customers.

The number of attendees should correspond to the size of the room.

All meetings and events must be concluded at the indicated reservation end time. APL provides cleaning supplies and equipment in each room. Rooms must be cleaned, returned to the original setup, and the meeting room key returned to the Circulation Desk by the end of the reservation time and before the library closes. Recurring late checkouts may result in restrictions of future meeting room use.

Any group that damages library property will be liable for costs incurred in connection with such damage. Restriction of future meeting room use due to damage is determined at the discretion of the library.

Anderson Public Library does not endorse or promote any meeting room group, nor its policies or beliefs. The library's logo and/or contact information may not be used in advertisements or announcements. Groups may not imply APL's sponsorship or endorsement of the activity being held on library property. The library's name may only be used in reference to the activity's location.

Stand-alone signage is permissible in the meeting room hallways, but signage may not be affixed to library property or interfere with walkways. The appropriateness of signage is at the discretion of the library.

Fees

Groups who are required to pay a fee for meeting room use will be contacted and notified of the required charges before the reservation request is approved. All required fees must be paid at least 1 week in advance of the reservation date and may be made online. Payments may also be sent by mail or made in person at the Main Library or the Lapel Branch. Checks should be made payable to "Anderson Public Library".



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Refunds for cancellations may be granted if the library is declared closed due to weather or other emergency, or if the space is needed for library programming.

Small Meeting Rooms: \$50 for a meeting up to 4 hours
 \$100 for a meeting more than 4 hours

Chief Anderson Room: \$100 for a meeting up to 4 hours
 \$200 for a meeting more than 4 hours

Damage/Disorder: \$50

General Information

Meeting rooms are locked when not in use. Customers must obtain a key for their assigned meeting room at the Circulation Desk. Entry into the meeting rooms will not be permitted before the reservation time.

Meeting room users may configure the room's tables and chairs to their needs during their reservation. Room configuration and reset is the sole responsibility of the meeting room user. Reservation times must include setup and tear down time, if needed.

The library is not responsible for personal items brought into the meeting rooms and personal items may not be left unattended in meeting rooms.

Glitter is not allowed in meeting rooms.

Free WiFi is available in all meeting rooms.

Library personnel have free access to enter any meeting room at any time.

Refreshments and Kitchenette

Refreshments and non-alcoholic beverages may be served in the meeting rooms. Steam tables, electrical appliances, and open flames are not allowed. Groups must provide their own paper products, utensils, and condiments.

The kitchenette is only available at the Main Library and is available upon request on a first-come, first-served basis.

The kitchenette must be cleaned and left in the original condition, or the group may be subject to the \$50 Damage/Disorder fee. Leftover food and beverages should be disposed of properly; no food or drink should remain in the refrigerator.

Kitchenette contains: Coffee makers (12, 45, and 100 cup models), teacart, refrigerator, microwave, and sink.

Mobile AV Equipment at the Main Library



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A mobile Smart Screen ([i3 Touch X-One](#)) is available to reserve at no charge for those using rooms without existing AV equipment. The screen is 65" with adjustable height. It can be used as a projector with HDMI connection, and contains a built-in whiteboard app, conferencing (Zoom) app with camera, and Google browser functionality.

The Smart Screen is only available at the Main Library and is available upon request on a first come, first served basis.

Meeting room users are responsible for clearing any personal information that is entered onto the screens and APL is not responsible for data privacy.

Meeting Rooms Available for Reservation at Main Library

Carnegie Room: Boardroom set up for 8 with one side table. (Maximum seats available: 16)

Equipment: HDMI projector screen available.

Redbud Room: Boardroom set up for 8 with one side table and 2 extra chairs. (Maximum seats available: 10)

Equipment: HDMI projector screen available.

Riley Room: Boardroom set up for 12. (Maximum seats available: 12)

Equipment: Dry-erase board and easel. No built-in AV is included. Kitchenette is not available for this room. The Riley Room is only available Monday - Thursday 10am-6:30pm, and Friday 10am-5:00pm.

Delaware Room: Classroom-style set up for 32, with 2 extra tables and a podium. (Maximum seats available: 100)

Equipment: HDMI built-in projector and screen, microphone, dry-erase board, rolling AV cart, utility cart, and additional chairs and tables in the storage area.

Miami Room: U-shape set-up for 18, with 2 extra tables and a podium. (Maximum seats available: 104)

Equipment: HDMI built-in projector and screen, microphone, dry-erase board, rolling AV cart, and additional chairs and tables in the storage area.

Chief Anderson Room: Delaware side of room set up classroom-style for 32, 2 extra tables, and a podium. Miami side of room with U-shape set-up for 18 people with 2 extra tables and a podium. (Maximum seats available: 204)

Equipment: HDMI built-in projector and screen, microphone, dry-erase board, rolling AV cart, utility cart, and additional chairs and tables in the storage area.

Meeting Rooms Available for Reservation at Lapel Branch

First Floor: Boardroom set-up with eight tables and 12 chairs. (Maximum seats available: 25)

Equipment: Smart screen, DVD, projector, video screen and podium.



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Second Floor: Square set up with eight tables with 16 chairs. (Maximum seats available: 53)

Equipment: None

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