

Anderson Public Library

Meeting Room Policy, Procedures and Services

Meeting Room Reservations

Anderson Public Library provides meeting room space for public use. Meeting rooms are available for use 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.

Requests for reservations at either Main Library or Lapel Branch should be made online by visiting the library's website. Room reservations 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 by phone at 765-313-4089 during regular branch hours.

Cancellations must be done online on the library's website or by calling 765-641-2456 during regular library hours. Lapel Branch reservations must be cancelled by calling 765-313-4089. 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. The library reserves the right to change, cancel, or revoke reservations. If there are changes or cancellations, staff will provide the affected group as much advance notice as possible. Anderson Public Library does not endorse or promote any meeting room group, nor its policies or beliefs. Library personnel have free access to enter any meeting room at any time.

Meeting Room Use and Fees

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. Endorsement or sale of a service or product is not allowed, except those that support the library. The number of attendees should correspond to the size of the room.

Meeting rooms may not be used for private tutoring or individual study. Study rooms and tables are provided throughout the library for this use.

Rooms must be cleaned and returned to the original setup and the meeting room key returned to the Circulation Desk by the end of the reservation time or a \$50 fee may be charged.

Any group that damages library property will be liable for costs incurred in connection with such damage and may lose the privilege of using meeting rooms in the future.

Meeting room use must not disrupt other library customers.
Customers must read and agree to the Meeting Room Policy.



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111 East 12th Street

Anderson, Indiana 46016 | 765-641-2456

www.andersonlibrary.net

Groups within the library district may use the meeting rooms at no charge.

Groups outside the library district may use the meeting rooms at no charge as long as the purpose of the meeting in some way benefits residents of Madison County. Groups outside the library district that do not meet the criteria may use the meeting rooms for a fee.

Fees must be paid in advance 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".

Meeting Room Fees:

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.

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

Publicity prepared by an organization concerning meetings (news releases, brochures, flyers, etc.) must carry the name and phone number of the sponsoring organization. The library cannot be identified as a sponsor, nor may the library's telephone number be used as a contact number for the organization.

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.

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 eight at all times. Adults attending meetings may not leave children under age eight unsupervised anywhere in the library.

Glitter is not allowed in meeting rooms.

Free WiFi is available in all meeting rooms.



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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 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 Main

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.

Customers 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: Computer hookup and wall-mounted screen

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

Riley Room: Boardroom set-up for 12.

Equipment: Dry-erase board and easel. Kitchenette is not available for this room. The Riley Room is only available Monday - Thursday 10am-6:30pm, and Friday 10am-5:00pm. (Maximum seats available: 12)

Delaware: Classroom-style for 32, 2 extra tables and a podium. Equipment: Projector, computer hook-up, DVD/VCR, microphone, dry-erase board, rolling AV cart, and additional chairs and tables in the storage area. (Maximum seats available: 100)



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Miami: U-shape set-up for 18 people with 2 extra tables and a podium. Equipment: Projector, computer hook-up, DVD/VCR, microphone, dry-erase board, rolling AV cart, and additional chairs and tables in the storage area. (Maximum seats available: 104)

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. Equipment: Projector, computer hook-up, DVD/VCR, microphone, dry-erase board, rolling AV cart, and additional chairs and tables in the storage area. (Maximum seats available: 204)

Meeting Rooms Available for Reservation at Lapel Branch

First Floor: Boardroom set-up with eight tables and 25 chairs.

Equipment: Smart screen, DVD, projector, video screen and podium can be used in either meeting room. (Maximum seats available: 44)

Second Floor: Eight tables and 25 chairs available.

Equipment: DVD, projector, video screen and podium are available. (Maximum seats available: 75)

Approved by the Board of Trustees 1/14 and revised 1/20/16, and 1/18/17. Reviewed 01/16/2019. Revised 1/19/2022. Reviewed 2/15/2023. Revised 11/15/2023.



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