

Meeting Room Policy

Fees and Charges

Fees are due the day of the room reservation and apply to all businesses, for-profit groups, or non-profit groups charging admission using any library space to conduct profitable business which consists of charging for services.

Building Location	Room/Space	Maximum Occupancy	Cleaning fee (if applicable)
Library	Rooms A or B	40	\$50 per reservation
Library	Rooms A & B	100	\$100 per reservation
Library	Study Room	3	\$15 per reservation
Library	Rooms C or D	5	\$15 per reservation
Annex	Annex	25	\$50 per reservation
Arts & Innovation Hub	Room 1	2	\$15 per reservation
Arts & Innovation Hub	Rooms 2 & 3	4	\$15 per reservation
Arts & Innovation Hub	Room 4	6	\$15 per reservation
Arts & Innovation Hub	Collaboration Room	8	\$25 per reservation
Arts & Innovation Hub	Event Room	200	\$200 per reservation
Outdoor Space	Event Lawn & Pergola	200	\$200 per reservation
Outdoor Space	Reading Garden	100	\$50 per reservation

Room fees encompass services and standard cleaning. If supplementary cleaning or services are required, the reservation may be subject to additional fees at the discretion of the director.

No buying or selling is permitted without prior approval from the Library Director. Membership dues and/or registration fees covering the cost of materials or speakers are acceptable. Library staff will not be responsible for the collection of such fees.

Procedures for Scheduling a Meeting Room

To schedule a meeting room, call us at 812-934-4706 or visit our website (<https://ebatesville.com/meeting-event-spaces/>) to schedule a meeting room. To schedule use of the following spaces: Event Room, Event Lawn, Reading Garden, or Pergola you must call the library at 812-934-4706, or email the director at director@ebatesville.com.

Meeting rooms C, D, Study Room; Rooms #1, #2, #3, #4, and Collaboration Room may only be reserved for 4 hours maximum per day. If the meeting space is available once your time is up, and you still need to have space, you may check with the front desk on further availability.

Meeting rooms can only be scheduled 12 times per month. If your reservations exceed 12 times per month, you will be subject to a fee per the discretion of the Director.

The Library requires that you check in for your room reservation. You can check in and pay any applicable fees at the front desk upon arrival on the day of your reservation. If you do not check in for your room reservation within 15 minutes of the start time for the reservation, the reservation will be canceled and the room will be able to be reserved by someone else.

The library must be notified by phone (812-934-4706) if a scheduled meeting is canceled and the room is no longer needed. **If you fail to cancel a meeting 3 times consecutively, you will not be able to schedule a meeting room for 3 months.**

An orientation of the space and services for meeting rooms A or B, Annex, Event Room, or Event Lawn may be requested for first time users.

Conditions of Use

1. Meeting Room use will be scheduled with the following priorities:
 - (1) Library-sponsored programs, meetings, events, etc.
 - (2) School-sponsored programs, community-sponsored events, and other meetings of a formal educational nature, as determined by the Library Director.
 - (3) Non-profit organizations, groups, and individuals' meetings and programs.
 - (4) Business and other for-profit groups and individuals.

2. Meeting rooms will not be scheduled more than 90 days in advance.
3. Meeting rooms in the library building are only available during the hours that the library is open to the public. Persons using the meeting rooms will not be able to enter the building until 9:00a.m. Monday through Friday, 10:00 a.m. on Saturday so meeting times should be planned accordingly. Exceptions to this rule must be approved by the library director.
4. All meeting room occupants must vacate the library and Arts & Innovation Hub 15 minutes before the Library's closing time. All reserved spaces must be returned to their original order.
5. Meeting rooms in the library building will not be available to the public on any day that the library is closed. Exceptions to this rule must be approved by the library director.
6. The Event Room and Event Lawn may be scheduled together for larger or indoor/outdoor events with the approval of the Director.
7. When reservations are made for the Event Room and/or the Event Lawn & Pergola, a permit for use and indemnifying agreement must be completed. These forms can be obtained from the library.
8. The Library Annex at 108 N Elm St may be available during other hours if the group or individual is approved for borrowing a key. This key must be returned to the library immediately upon completion of the meeting. If the library is closed, the key may be put in the Returns slot on the side of the library building.
9. The Reading Garden may be available during other hours if approved by the Director.
10. Each group is responsible for damages to facilities and equipment, as well as for the provision of clean-up. If using the Reading Garden, trash must be removed.
11. Smoking, vaping, or using tobacco products is not permitted anywhere on the library grounds, including inside and outside all library buildings.
12. Alcoholic beverages may not be served or consumed by non-library groups or individuals using the meeting rooms, the Annex or the Reading Garden. Food and non-alcoholic beverages are allowed in meeting rooms and the Annex during scheduled meetings. Prior approval for alcoholic beverages may be obtained from the Director.
13. Children under the age of 7 must be directly supervised by an adult or an individual age 14 or older in the library, Arts & Innovation Hub, Annex and Reading Garden. Children 7 to 10 in age must be accompanied by someone age 14 or older in the library, Arts & Innovation Hub, Annex and Reading Garden. Adults attending meetings must not leave children unsupervised in the library or the library grounds.
14. Groups and/or individuals using the meeting rooms or Annex are expected to arrange the chairs and tables to suit their own purpose. Be sure to schedule your room reservation to allow time prior to the start of your event to arrange the room as needed. Following the event, and before vacating the building, the room needs to be left in the condition they were prior to the event.
15. The library's sound equipment, projection equipment, pads and easels, podiums, television and video/DVD players may be used only when arrangements are made in advance. Equipment is available on a first-come, first-served basis. Equipment is NOT available for the Reading Garden. **You must supply your own equipment for use in the Reading Garden.**

16. Items are not to be removed from or put onto the floors, walls or other parts of the meeting rooms or Annex without permission of the Library Director.
17. Use of the meeting rooms, Arts & Innovation Hub, Annex, or Reading Garden does not constitute library endorsement of the viewpoints expressed by participants in the meeting or program.
When advertising your event, you need to state that this is not a library-sponsored event and the library does not endorse the viewpoints expressed in the program.
18. All non-library sponsored meetings may be monitored by library staff to ensure compliance with these conditions.

Open Hours:

Monday through Thursday ... 9:00 a.m. – 8:00 p.m.

Friday ... 9:00 a.m. – 5:00 p.m.

Saturday ... 10:00 a.m. – 3:00 p.m.

The library may be closed on holidays, library staff training days, and/or in the case of inclement weather. It is your responsibility to contact the library about closings and to notify your participants.