



Eckhart Public Library Meeting Room Policy

Approved by Board of Trustees November 12, 2019

Revised April 14, 2021

Revised October 11, 2023

Revised March 13, 2024

In accordance with the Eckhart Public Library Deed, public meeting spaces are available at no charge for groups who wish to hold meetings or present programs for civic, educational, philanthropic, or cultural purposes.

This policy outlines limits to meeting room use.

Priority is given to activities sponsored or co-sponsored by the Library, The Friends of the Library, Inc. and the Eckhart Library Foundation, Inc. Availability for others is determined on a first-come, first-served basis.

The fact that a group is permitted to meet at the library does not constitute an endorsement of its policies or beliefs. The Director or Director's designee is authorized to deny permission to use the library spaces to any group that violates the terms of use or users who misrepresent an event or affiliation to avoid compliance.

Terms of Use

The use of the Library's meeting spaces constitutes acceptance of the terms of use:

- The use of, and the scheduling of the use of, a meeting space is subject to the needs of the Library and may not interfere with the Library's operations or the use of the Library by other patrons.
- Meeting rooms may not be used for private parties.
- Groups making use of meeting rooms must leave before the library closes. Any exceptions must be made and approved in advance by the Executive Director or Director's designee.
- All Library policies regarding acceptable behavior apply to any group meeting in the Library.
- No admission fees may be charged or collected; fees to cover instructional materials are allowed.
- Use of any tobacco products or smoking, including the use of electronic and smoke-free cigarettes, alcohol or controlled substances is prohibited.
- Fireworks, candles, and open flames are prohibited.
- Use of Library spaces for commercial purposes, such as buying, selling, trading, or soliciting, is prohibited. Use for educational and training purposes is allowed for businesses operating in DeKalb County, Indiana.
- A meeting space may not be used for a political rally or a campaign for or against a specific ballot issue or candidate. However, a meeting room may be used for a forum or study group on a political issue or for mobile office hours for an elected official.
- A group using a room may not advertise or announce an event that implies the endorsement of the Library.

- Spaces will be available on equitable terms to all persons and groups, regardless of opinions or affiliation, as long as said groups adhere to the Library's Mission, Deed, and Code of Conduct.
- Organizations or individuals using meeting rooms shall indemnify and hold harmless the Library and its officers, Director, agents and employees from and against all losses, damages, claims, costs and expenses arising from injury or death of any person(s), or damage to property resulting from any act or omission of such users or their employees, agents, representatives, guests, invitees, or the general public to the extent that such losses, damages, claims, costs and expenses arise in connection with or relate to the organization's or individual's use of the facility.