



Meeting Room Policy

General Policy:

- The Fortville-Vernon Township Public Library has one meeting room available for booking. The room's capacity is 25 people.
- The meeting room is available during library hours. All groups must vacate by the time the library closes.
- Features of the meeting room include:
 - Tables – 2-3 based on availability
 - Chairs – 12-15 based on availability
 - White board with markers and eraser
 - Podium
 - Projector and Computer – prior request required
- Any non-profit or community group can book the meeting room free of charge. The person making the reservation must be a current FVTPL card holder in good standing.
- All activities held in the meeting room must be free of charge. No money may be exchanged prior to, during or after an event. Tickets may not be sold for events held in the library. Endorsements, sales of a service or product is prohibited.
- Personal/Family events are not permitted in the meeting room, including, but not limited to, birthdays, parties, showers, and weddings.
- Library programs take precedence over other bookings.
- The room must be returned to the state in which it was found. Failure to do so may result in loss of future meeting room access. Any cleaning or repair charges will be billed to the card holder's account.
- Food and non-alcoholic beverages are permitted in the space, however foods requiring exposed heating elements are not permitted. (Chafing dish burners, etc.) The group is responsible for gathering trash at the end of their event.

Booking Procedure:

- The meeting room can be booked by calling library staff at 317-485-6402.
- Reservations can be made up to 3 months prior to an event.
- If the meeting room is available, walk-in reservations are permitted.

Policy adopted by the Fortville-Vernon Township Public Library Board of Trustees on December 27, 2018