

Tyson Library Public Meeting Rooms Policy

Available rooms:

- Small Conference Room (seating capacity: 6)
- Gallery (seating capacity: 24)
- Large Conference Room (Seating capacity: No more than 50)

All requests for usage of the gallery and large conference room are subject to approved by the library director.

No general admission may be charged for meetings held at the library. No buying or selling is permitted, without prior approval from the library director. Membership dues and/or registration fees covering the cost materials or speakers are acceptable. The library staff is not responsible for the collection of such fees.

Who may request public meeting rooms:

- Civic, community, cultural, educational, political, religious organizations and other nonprofit groups and individuals for non-commercial and nonprofit purposes
- A deposit may be required for businesses and other for-profit organizations for room usage according to the fee structure listed below.
- Library premises may not be used for meetings, or public announcement, sponsored by individual candidates for local, state, or federal office.
- Meeting rooms are NOT available for personal or family parties, showers, or receptions.
- Meeting rooms are NOT available for the advertisement and/or sale of products and/or services.

Use of meeting rooms does not constitute library endorsement of the viewpoints expressed by participants in the program.

Deposit

A refundable cash deposit may be required to use one of the library's meeting rooms. A deposit may be required due to the number of expected participants, set up, and meeting requirements. The deposit, if deemed necessary by the library director, is due to library staff at the time of the meeting. The deposit would be no more than \$25.00. Any deposit given will be available for refund within 7 days of the room's usage, pending library director review of the room following the meeting.

How to schedule a meeting room:

- Meeting rooms are scheduled on a first-come, first-served basis.
- Meeting rooms may be scheduled through the library's website: www.tysonlibrary.org. If you require assistance, you may stop in during regular hours or call 812-689-5894.

Conditions of use:

- Meeting rooms are only available for use during the library's regular hours of operation, unless otherwise approved by the library director. Meetings may not begin earlier than half an hour after the library opens and must end no later than half an hour before the library closes.
- Food and non-alcoholic beverages are permitted pending approval by the library director.
- Alcoholic beverages may not be served or consumed by non-library sponsored groups.
- Each group is responsible for damages to facilities and equipment and for provision of clean up.
- **Children must be accompanied by an adult caregiver in the library. Adults attending a meeting in the library must not leave children unsupervised.**
- Groups and/or individuals using the meeting rooms may arrange the chairs and tables to suit their needs. Following their meeting, the chairs and tables must be returned to their original arrangement, unless otherwise specified by library staff.
- All rooms have access to restrooms.
- Use of the library's audio-visual equipment, including a projector, in the large conference room may be possible. Arrangements must be made in advance for library staff to set up said equipment.
- Items are not to be nailed, taped, tacked or otherwise attached to the walls or other parts of the meeting rooms without permission from the library director.
- Meetings may be monitored by library staff to ensure compliance with these policies and conditions.

Approved: June 3, 2024