Title: Dr. Robert Abel Meeting Room Policy

Effective Date: 11/01/2026
Authorized by: Wakarusa-Olive, Harrison Township Public Library Board of Trustees
Date of Last Revision: 4-13-2018

The Wakarusa-Olive, Harrison Township Public Library Board of Trustees (Board) recognizes the need for groups within the community to reserve the use of the Dr. Robert Abel Meeting Room (Meeting Room) for public gatherings. In keeping with the library's mission to support the educational, professional and recreational needs of the community it serves, the Board permits the use of the Meeting Room with the following guidelines:

- Individuals and/or groups attempting to sell completed products and/or services for profit will be denied use of the room.
- Private gatherings (i.e, anniversary open houses, graduation open houses, baby or bridal showers, birthday parties) will be charged the rental fee of $40.00.
- Resident groups (having members who reside within Olive and/or Harrison Townships) will be at no charge provided that they follow the prescribed rules and procedures.
- Non-resident groups (not having members who reside within Olive and/or Harrison Townships) will be charged the rental fee of $40.00.

*Groups with special situations not falling into the above categories can be granted use of the room by the Library Director.

Library sponsored programs and events will take priority over all programs.

The following conditions must be met by any group reserving use of the Meeting Room:

1. The person reserving the room will do so by contacting the library no earlier than three months prior to the event. (No payment is necessary to reserve the Meeting Room.)
2. The individual signing this agreement accepts responsibility for any damage to the Meeting Room or its contents.
3. The key must be picked up the day of the event. (Sunday reserves will require special arrangements.) The individual signing this agreement also accepts responsibility for the proper use and return of the key.
4. Individuals reserving the Meeting Room must be 21 years or older. An adult (age 21 or older) must attend the event for which the room is reserved.
5. Once payment is made, there are no refunds.
6. Alcoholic beverages or illegal drugs are not permitted on library property. Smoking is prohibited inside the library building.
7. Nothing shall be attached to the wall. The piano, art prints, or other wall displays are not to be moved. (If the piano is to be used for the event, please request that it be unlocked before the event.)

8. There will be no general admission charged for the events scheduled. Buying or selling of goods is not permitted. (Special situations exist for Library and Friends of the Library activities.)
9. Food service is limited to light refreshments. No carry-in meals or buffet dinners/lunches will be permitted.
10. The room must be vacated by 10:00 p.m.
11. Furniture and equipment needed for a meeting should be reserved at the time the room is reserved. Library staff will make chairs and tables available for groups to set up themselves. The configuration of chairs and tables should be left in the same manner in which they were found when the meeting is completed.
    These items are available:
    - Eleven tables (6 feet long)
    - 48 chairs
    - 20 folding chairs
    - Video/computer projector (ask for instructions from the library staff before using the audio visual equipment)
12. Events held when the Library is closed will use the east door only. The main door to the south will be locked, and there will be no access to the interior of the Library. (Access to the public restrooms remains available in these situations.)

The Board is authorized to deny use to any group that is disorderly, or in violation of any of the above regulations.

Before leaving make sure:

1. All lights in the Meeting Room, hall and restrooms are turned off.
2. The restrooms have been vacated and the toilets flushed.
3. The room is left as it was found. (Refer to photo above the sink.)
4. The cleaning procedures have been followed: tables, which have been used, have been wiped off and the floors cleaned, using the provided dust mop and/or vacuum sweeper.
5. The key is left on the piano in the Meeting Room.
6. The outside door is locked and securely shut behind you.

I have read the Meeting Room Policy, understand its contents, and accept responsibility for the use of the Dr. Robert Abel Meeting Room at the Wakarusa-Olive, Harrison Township Public Library.

Name of responsible party _____

Date_____ **Group/organization/event**_____

*For groups who regularly use the Meeting Room, this signed form stays in effect until December of the current calendar year. Each year a new form must be signed.