



Crawfordsville District Public Library

Meeting Room Terms of Use Agreement

The Crawfordsville District Public Library Board of Trustees welcomes the use of its meeting rooms by responsible organizations. Rooms are provided to accomplish the mission of the Library. Our mission is to provide collections, services, and programs that encourage the love of reading and learning in our community. The Board reserves the right to review and/or deny any request for use of meeting rooms.

- One must be 18 years of age or older to reserve a room.
- An adult 18 years of age or older must supervise all meetings.
- Alcoholic beverages prohibited.
- Smoking, candles, open flame, flammable, combustible or smoldering decorations, smoke or fog generating equipment or apparatus are prohibited.
- Payment must be made in full before gaining access to reserved meeting room.
- No admission fees or donations of money or other property may be solicited or collected from the audience.
- No promotions or sales of services, products, materials or other items are allowed.
- Decorations are not to be placed on walls or suspended from ceiling.
- Litter must be picked up and put in waste cans, floor cleaned, tables wiped clean, and tables and chairs in place according to chart provided.
- Groups/individuals using the meeting rooms are required to abide by the rules governing the use of the library and meeting rooms as well as all applicable federal, state, county and city ordinances, rules and regulations.
- Groups/individuals cannot hold the library liable for any claims or actions.
- Groups/individual must strictly abide by approved room reservation time slot for access to and departure from room or may incur a \$25 charge.
- Group and/or organization activities are confined to the assigned room and do not exceed the posted room capacity; activities or play are not allowed in the hallways.
- Groups/individuals who requested the reservation must accept responsibility and agree to pay the library for any damages to the room and/or equipment which may occur during use of the meeting rooms.
- No meeting shall cause undue interference with the operation of the library.
- Library personnel have free access to enter any meeting room at any time.
- The Library does not provide utensils or items such as cups, plates, napkins etc.

I have read and understand these conditions [\[CONTINUE\]](#)

I do not wish to continue [\[RETURN TO CDPL WEBSITE\]](#)