

Community Access to Meeting Rooms and Limited-Use Spaces

Vigo County Public Library (VCPL) provides community access to meeting rooms and limited-use spaces in alignment with its mission, core values, and the American Library Association's Bill of Rights. Granting use of a meeting room or limited-use space does not constitute or imply VCPL's endorsement or advocacy of the purposes, activities, expressions, or policies of any individual, group, or organization.

To sustain its status as a limited public forum, VCPL may, at its sole discretion, impose reasonable time, place, and manner restrictions on the use of meeting rooms and limited-use spaces. All users and attendees must comply with VCPL's Rights and Responsibilities, the terms outlined in this policy, and all other Library policies, rules, and regulations. Use may be restricted or terminated at any time for violation of these terms or of any Library policy, rule, or regulation. VCPL reserves the right to have staff present at any meeting, program, or event to ensure compliance with library policies and procedures.

To effectively manage meeting rooms and limited-use spaces, VCPL may impose time limits and utilize reservation and use criteria such as grade level, library cardholder status, or legal adult status (generally 18+) to serve as the party responsible for complying with terms of use, liability for damages, and payment of any fees incurred as a result of use. Requests are generally processed on a first-come, first-served basis, however, to ensure equitable access, VCPL may limit recurring or continuous reservations by any individual, group, or organization if such reservations regularly prevent others from using these resources.

VCPL reserves the right to change the designation of any meeting room or limited-use space for community access purposes at any time, and to amend occupancy limits or available amenities as needed. Library areas not designated as a resource for community access meeting rooms or limited-use spaces are not available for reservation without prior approval from Library Management.

No reservation is guaranteed until library staff confirm approval for the request via email or phone.

Terms of Use

General

1. For rooms or spaces requiring reservation by an individual with legal adult status (generally 18+), the reserving adult serves as the party responsible for adherence to terms of use and restrictions, liability for damages, and payment of any fees incurred as a result of use. Minors in attendance must always have direct adult supervision while in the reserved room or space.
2. All users of meeting rooms and limited-use spaces and their attendees must abide by designated occupancy limits for rooms and spaces and the exits, and paths to exits, must be free of tables, chairs, furniture, equipment, or other obstructions.
3. Recurring reservations may only be made for a period of up to six months with no automatic renewals.
4. Reservations for meeting rooms or limited-use spaces may not be transferred for use to another individual, group, or organization.
5. Meeting rooms and limited-use spaces must be left in a clean and orderly condition with trash deposited in trash receptacles and any additional debris removed.
6. Foods and beverages are only allowed as outlined in the VCPL **Food and Beverage Policy**.

Cancellations and Failure to Appear

1. Cancellations for meeting room or limited-use space reservations should be submitted to the library no later than 24 hours prior to the scheduled reservation.
2. Failure to appear within 15 minutes after the start time of a scheduled reservation for meeting rooms or limited-use spaces will result in a forfeiture of the reservation.

3. Failure to provide adequate cancellation notice or failure to appear for scheduled meeting room or limited-use space reservations may result in suspension of the privilege to make future reservations.

Restrictions

1. Meeting rooms and limited-use spaces may not be used by profit-making entities to sell products or to recruit potential partners or customers. Non-profit agencies may charge a small entrance fee to recover the cost of hosting or presenting an event or program.
2. Groups and individuals may not imply VCPL sponsorship or endorsement of any activity held on Library property. The Library's name may only be used in reference to the activity's location.
3. No VCPL logo or other identifying characteristics representative of VCPL can be used on advertisements, announcements, or invitations for meetings or events held in meeting rooms or limited-use spaces.
4. Private functions including, but not limited to, engagement or marriage celebrations, baby showers, birthday parties, or other similar events are not permitted in meeting rooms or limited-use spaces, and such functions may not be incorporated as an element of room or space use.
5. The use of appliances or accessories that produce heat or are sources of heat are prohibited in meeting rooms and limited-use spaces without prior approval of Library Management.
6. Any activity that violates local, state, or federal law is prohibited.

Fees

1. Use of meeting rooms and limited-use spaces is generally free of charge however fees may be assessed due to damage, theft, or property loss resulting from an individual's or group's use of the room or space.
2. See the VCPL **Service Fee Policy** for current fee structures associated with use of Meeting Rooms or Limited-Use Spaces.

Rules and procedures regarding reservation and use of meeting rooms and limited-use spaces are available upon request and/or during the online reservation process.

Adopted by the Vigo County Public Library Board of Trustees on the 18th day of August 2025.

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