

## Seminar Room Policy

The Elwood Public Library offers free of charge a small room for individuals or groups of 6 or less. Use of this room is on a first come first serve basis and can be reserved up to 30 days in advance. The room is available during open hours.

To ensure use of the Library is enjoyable and comfortable for all patrons, use of the seminar room will follow the Library's Patron Behavior Policy. This list is only an excerpt of unacceptable behaviors while using this room.

1. Producing excessive noise.
2. Behaving in a disorderly or disruptive manner which is not conducive to comfortable library use or a manner which threatens personal safety of patrons and/or staff.
3. Consuming food, beverages, narcotics, alcohol, or tobacco products, including electronic vapor cigarettes, in any inside public area, including restrooms.
4. Soliciting donations of money or anything of value; selling materials or services. (Examples: Panhandling, etc.)
5. Inappropriate attire includes but is not limited to bare feet/torso.

Fifteen minutes before closing, a staff member will remind the individual or group that the Library will be closing shortly. At closing time the individual or group will be expected to leave the room promptly. A larger meeting room is available for a \$30 deposit for meetings that might extend after closing.

\_\_\_\_\_ request permission to use the  
(Print name of person signing agreement)  
seminar room of the Elwood Public Library on \_\_\_\_\_  
(Date)

from \_\_\_\_\_ in accordance with the rules and regulations  
(Time, i.e. 9 a.m.-11 a.m.)  
set forth by the North Madison County Public Library System Board of Trustees.

\_\_\_\_\_ agrees to honor all the rules and  
(Signature)

regulations governing the use of the Elwood Public Library Seminar Room as described above, and to ensure that no member of the group violates the rules set forth.