

Benton County Public Library
102 N. Van Buren Ave
Fowler, IN 47944
765-884-1720
FAX 765-884-1714

RULES AND POLICIES FOR USE OF THE MEETING ROOM

- There is no charge if the meeting is during library hours: Monday, Wednesday, Friday: 9-5; Tuesday and Thursday: 9-8; Saturday: 10-2.
- For meetings held after library hours, a fee of \$10.00 per hour/part of an hour will be charged. The fee is for the library employee who will be present to close the building.
 - Example: If a meeting that is held on Tuesday night lasts until 8:30, the fee is \$10.00.
- All meetings must be finished before 10pm.
- Except without prior library board approval, no animals other than a handicap assist dog shall be brought into the library.
- No more than 35 people may be in the meeting room at one time.
- The library assumes no responsibility for coats, equipment, or other personal belongings of people attending meetings.
- No alcoholic beverages and no smoking.
- Refreshments are allowed but the organization holding the meeting is responsible for cleaning the room before leaving.

Application for the use of the Meeting Room

Organization _____

Event _____

Hours _____

Date of event _____

Approximate Attendance _____

Services/Equipment Required:

Tables _____

Chairs _____

TV _____

We have read the policy established by the library board and agree to abide by same. In addition, we will be responsible for the conduct of the people present, and will assume responsibility for any damage to such property due to our occupancy.

Signature of person responsible _____

Title _____

Address _____

Phone Number _____

Date _____

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