



MEETING AND STUDY ROOM POLICY

MEETING ROOMS

The Library provides public space for meetings of organized groups. All groups using the meeting rooms will be required to abide by the rules governing the use of the Library and meeting rooms. Failure to comply will result in the cancellation of further use of Library facilities. Groups accept responsibility and agree to pay the Library for any damages to the room and/or equipment that may occur during use of the meeting rooms.

- Publicity prepared by an organization concerning meetings (news releases, brochures, flyers, etc.) must carry the name and phone number of the sponsoring organization. The Library cannot be identified as a sponsor, nor can the Library's telephone number be used as a contact number for the organization.
- Established room capacity limits must be followed. The Library will not make any exceptions with regard to the minimum number of people required to reserve a group meeting space or the maximum number of people permitted in the rooms.
- Once approved, reservation times are final. Meetings may not be extended beyond the approved start and end times, and groups must vacate the rooms in a timely fashion.
- The room must be left as it was found. Litter must be bagged and placed next to the trash receptacle. Absolutely no liquids should be placed in trash bags. Extra trash bags are available.
- Library equipment and furnishings, including tables, must be protected from damage by glue, paint, heat, etc.
- Candles may be used for decoration, but may not be lit.
- The Library provides cleaning supplies. Group members are responsible for cleaning furniture and equipment at the end of their room use.

Library personnel have free access to enter any meeting room at any time. The Library Board has vested in Library personnel the authority to supervise meeting room use and to interpret policy; however, final authority rests with the Library Director.

GROUPS

The meeting rooms are available for groups of six (6) or more persons gathering for the purpose of conducting an organizational business meeting or engaging in discussions or activities.



QUALIFYING GROUPS MUST BE EITHER:

Not-for-profit, non-commercial groups

- Not-for-profit groups must have at least one member who:
 - Resides within the library's taxing district
 - Has a HEPL library card in good standing (required to reserve meeting rooms)
 - Is 18 years or older
- No rental fees are required for non-profit groups
- Not-for-profit groups must provide proof of non-profit status if requested by the library

For-profit groups

- For-profit groups must have at least one member who:
 - Resides within the library's taxing district
 - Has a HEPL library card in good standing (required to reserve meeting rooms)
 - Is 18 years or older
- These groups may use the room for staff development purposes only.
- Daily rates for for-profit groups are:
 - Meeting rooms: \$50.00 for up to four hours and \$100.00 for anything over four hours

Failure to notify the Library of a cancellation may result in the group being disallowed future use of Library meeting rooms. Fees will not be charged, or will be refunded, if cancellation is received at least 24 hours prior to the scheduled meeting time.

All activities in the meeting rooms must be free to attendees. Private parties (e.g. birthdays, reunions, showers, etc.) are not permitted. Endorsement of sales of a service or product is prohibited except in support of the Library.

AVAILABILITY

Meeting rooms are available Monday through Thursday between the hours of 9:30 a.m. and 7:30 p.m., Friday and Saturday between 9:30 a.m. and 5:30 p.m., and Sunday between 12:30 p.m. and 5:30 p.m. during days that the Library is open to the general public. Times may vary during special or emergency closings. **All Library programs or other regular Library functions shall have priority over meetings of groups. In the event a conflict arises after the scheduling of the group meeting, the Library will endeavor to change meeting location or give adequate notice of cancellation.**



SCHEDULING

Reservations must be made using the Library's online reservation system and must be submitted no fewer than seven (7) days prior to a proposed meeting date and no more than 3 months (90 days) in advance. For fairness and equity in scheduling use of the meeting rooms by groups or organizations is limited to no more than eighteen (18) times per calendar year per for-profit group or organization or thirty-six (36) times per calendar year per not-for-profit group or organization.

The Library reserves the right to limit availability to less than eighteen (18) times per calendar year due to space constraints and/or the existence of competing interest for a particular time as the intent of this policy is to allow as many groups as possible use of the meeting rooms.

RESPONSIBILITY

Each organization shall assume full responsibility for any damages and/or cleaning charges and shall authorize an individual to make reservations on its behalf.

Rooms shall be reserved on a first-come, first-served basis with the understanding that Library sponsored events shall have priority over all other group requests.

Any damages or additional cleaning costs will be billed to the account of the HEPL cardholder on file with the group's reservation.

The Library is not responsible for items that are lost or stolen in conjunction with the use of the Library's meeting rooms. The Library does not assume any responsibility or liability for the damage or injury to any person or property occurring as a result of activities of a group or individual using the library.

CAPACITY

All meeting rooms may be reserved by patrons 18 years or older for groups including patrons of any age. Patrons under the age of 18 must be accompanied by an adult age 18+.

Noblesville Library Meeting Rooms:

Meeting Room A (Main level)



- This meeting room provides eight (8) tables and a quantity of chairs, and can seat twenty-four (24) guests at tables or seventy (70) guests with chairs only.

Meeting Room B (Main level)

- This meeting room provides twelve (12) tables and a quantity of chairs, and can seat thirty-six (36) guests at tables or seventy-five (75) guests with chairs only.

Meeting Room C (Upstairs)

- This meeting room provides six (6) tables and 6 chairs, and can seat eighteen (18) guests at tables or nineteen (19) guests with chairs only.

Meeting Room D (Upstairs)

- This meeting room provides six (6) tables and 6 chairs, and can seat eighteen (18) guests at tables or nineteen (19) guests with chairs only.

Fishers Library Meeting Rooms:

East Meeting Room (Upper level)

- This meeting room provides eight (8) tables and a quantity of chairs, and can seat twenty-four (24) guests at tables or thirty (30) guests with chairs only.

Center Meeting Room (Upper level)

- This meeting room provides twelve (12) tables and a quantity of chairs, and can seat thirty-six (36) guests at tables or one hundred (100) guests with chairs only.

Stage Meeting Room (Upper level)

- This meeting room provides six (6) tables and a quantity of chairs, and can seat eighteen (18) guests at tables or thirty (30) guests with chairs only.

Meeting Room A (Lower level)

- This meeting room provides eight (8) tables and a quantity of chairs, and can seat twenty-four (24) guests at tables or thirty (30) guests with chairs only.



Meeting Room B (Lower level)

- This meeting room provides eight (8) tables and a quantity of chairs, and can seat twenty-four (24) guests at tables or thirty (30) guests with chairs only.

SUPPLIES AND SERVICES

The Library will provide a specific number of tables, chairs, and trash cans with liners in each meeting room. Access to a sink, counter and cabinet space, microwave, and limited refrigeration space may also be available. The Library does not provide paper goods or catering service. The group or organization using the room is responsible for removal of leftovers, including disposable table service and/or other products, and ensuring that all garbage is in the appropriate receptacle. The Library provides cleaning supplies for group members to clean furniture, surfaces, and equipment at the beginning and end of their reserved meeting time.

Each meeting room offers access to basic AV equipment. Groups must request use of specific equipment when submitting their reservation request. Each group is expected to provide such resources as needed to use the equipment that has been requested. Any damages to HEPL's AV equipment may be subject to charges.

The Library Administration and staff will be glad to work with you to make the use of the meeting room a pleasant experience. By observing the above guidelines, the experience will be a positive one for your group, as well as other Library users.

To arrange a room orientation visit prior to your event, or for more information, email meetingrooms@hamiltoneastpl.org or call 317-579-0311.

IGNITE STUDIO SPACE AND EQUIPMENT RESERVATIONS

Reservation of space in Ignite Studio is contingent on room usage. Groups seeking to reserve space in Ignite Studio must be involved in a task, meeting, or project related to making and/or artistic pursuits.

Reservation of all Fabrication Lab equipment (3D printers, laser etcher, vinyl cutter, etc.) is contingent on reservation holder having completed the proper certification process— offered on a monthly basis for free by Library staff. Patrons may not reserve space or equipment falling under this classification until completing certification process. Certification for equipment lasts one year from date of issue, or one year from last reserved usage (which ever was most recent).



Certification may be waived at the discretion of the Ignite Studio Manager if patron can demonstrate expert level usage of equipment through prior equipment usage, artifacts of work, successful completion of certification quiz, and/or demonstration for Ignite Studio staff.

Equipment and spaces may be reserved up to 30 days in advance and must be reserved up to 72 hours in advance. Ignite studio staff will respond to your request for equipment reservation with available reservation times within 48 hours.

The laser engraver, vinyl cutter, and digital media lab may be reserved in two hour blocks of time up to four times per week—including consecutive blocks if available.

The A/V Studio may be reserved in two-hour blocks of time for up to six consecutive hours at once, no more than twelve hours per week.

3D printers may be reserved from 10:00am-3:30pm or 3:30pm-7pm Monday through Thursday, 10:00 am-1:30pm or 1:30pm-5pm Friday and Saturday, or 1:30pm-5:00pm on Sundays with a 10 hour maximum reservation.

If patrons are more than 15 minutes late for any reservation, the reservation is forfeit, and the space/equipment will be made available to other patrons upon request. Staff reserve the right to revoke equipment and space reservations if they observe inappropriate usage. All reservations of Ignite Studio space and equipment are subject to the policies and procedures listed in the entire “Meeting Room Policies and Procedures” document.

IGNITE STUDIO CAPACITY

Ignite Studio Space

A/V Studio

- This studio offers a suite of audio and video production equipment for Audio/Visual projects and may be reserved by one person or group of up to 15 patrons who intend to use the room specifically for their Audio/Visual projects.
- The A/V Studio may be reserved by patrons 16 and older for groups including patrons in grade 6 and up. Patrons in grades 5 and below must be accompanied by an adult age 18+.

Digital Media Labs A, B, C, D



- Each Digital Media Lab offers a 27" iMac with Retina Display, the Adobe Creative Cloud suite, and other equipment/software based on availability. Each room may be reserved by one person or a group of up to 2 people collaborating on a creative/maker project.
- Patrons must be in grades 9 and up to reserve space in the Digital Media Labs unless accompanied by an adult age 18+.

Ignite Studio Equipment

Ignite Studio equipment may only be reserved and used by one person at a time. Reservations may only be made by those who have completed the certification process. Others accompanying the certified individual may observe the use of equipment but may not participate until having completed the certification process.

- 3D Printer A—1 patron
- 3D Printer B—1 patron
- Laser Etcher—1 patron
- Vinyl Cutter—1 patron

FOOD AND BEVERAGES IN MEETING ROOMS AND IGNITE STUDIO

Groups using Library meeting rooms may bring in light refreshments to be consumed within the meeting rooms. The use or serving of alcoholic beverages shall be allowed only by Library or Library-auxiliary groups having proper permits and using proceeds to benefit the Library. Additionally, use of tobacco is not permitted in the building.

Groups using Library meeting rooms should be aware that any additional clean up or stain removal that is required will be subject to charges if necessary.

Food and beverages are not permitted in the Ignite Studio fab lab, Ignite Studio digital cubes, or Ignite Studio A/V Studio.

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STUDY ROOMS

Hamilton East Public Library locations offer small Study Rooms. They may be used for individual studying, private tutoring, and other in-person or virtual workspace needs. They



can seat 1-6 people, depending on the room. For groups of more than six, see information/eligibility for Large Meeting Spaces.

Rooms may be required to be vacated immediately at staff discretion, including for behavior concerns or emergency response.

If a patron holding a study room reservation does not show up within 15 minutes of the reservation time, staff may release the room for someone else to use.

CAPACITY

The reservation system, as well as posted signage, will display the capacity of each study room. Patrons are expected to respect the room capacity and will be asked by staff to reduce their group size if too many people are in the room. Patrons will not be required to have a minimum number of group members in order to reserve or use a study room.

TIME LIMITS

Each room reservation—whether made in advance or at the time of use—is for a minimum of fifteen minutes and a maximum of two-hours. At the end of the reservation time, the patron may make a separate reservation if there is a room available, for up to a total of four hours of use within a day.

Study rooms need to be fully vacated promptly before the end of the session.

VACATED ROOMS AND PROPERTY

Patrons are expected to remain in their study rooms for most of their reservation time. If a room is left unoccupied for more than 15 minutes, it may be considered vacated and staff may release the room for the remaining duration of the reservation. The Library is not responsible for personal items in study rooms, including those that have been vacated.

SPECIAL GUIDELINES FOR YOUTH AREA STUDY ROOMS

Study rooms in the Youth Area are available for use by children and teens, defined here as birth through grade 12, and those accompanying them. Any child in 5th grade or

below who is using a study room needs to be accompanied by a parent, tutor, or other responsible adult. These rooms are accessible by visiting the Youth Services desk, and are available on a first come, first served basis. (Related: Supervision of Children in the Library Policy; Youth Spaces Policy)



STUDY ROOM BOOKING

Hamilton East Public Library locations offer small Study Rooms. They may be used for individual studying, private tutoring, and other in-person or virtual workspace needs. They can seat 1-6 people, depending on the room. For groups of more than six, see information/eligibility for Large Meeting Spaces.

- Study rooms, except in the Youth Services area, are reserved online and are self-serve spaces. You do not need to check in with staff at the start or end of your session. Your email address is required to book and confirm a study room. A library card is not required.
- Reservations are made in 15-minute blocks of time.
- The maximum time per session is 2 hours (120 minutes), and up to 4 hours (240 minutes) per day. If multiple sessions are available, they may be in different rooms.
- If a room is not in use 15 minutes after the start of a reservation, it may be canceled in its entirety and made available to others.
- Reservations are available during library operating hours until thirty (30) minutes before the library closes.
- Study rooms can be booked or cancelled through the website up to seven (7) days in advance. Same-day online reservations may be available. If a reservation is no longer needed, patrons should cancel the session.
- Study rooms need to be fully vacated promptly before the end of the session to ensure availability for the next reservation. The next reservation may have a starting time immediately following the previous one.
- Unattended or abandoned personal items may be removed. The Library is not responsible for these items.
- Lights are expected to stay on, trash be properly disposed of, and patrons should be mindful of strong scents such as perfumed products, food, etc. in enclosed spaces.
- The number of people cannot exceed the maximum listed for each space.
- Any necessary technology should be provided by the user.
- All library policies must be followed. Rooms may be required to be vacated immediately at staff discretion, including for emergency response.

For more information, contact our Public Services Staff:

317-579-0307 (Noblesville) or 317-770-3215 (Fishers)

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