

Missouri Valley Public Library
Public Meeting Room Policy
Revised August 2018

PURPOSE

In keeping with the Library's mission and strategic initiatives to create welcoming spaces that serve as public commons and to encourage civic engagement by offering people opportunities to connect and interact, the Missouri Valley Public Library meeting room is available at no charge for use by nonprofit community groups for informational, educational or cultural meetings and programs **when not needed for library purposes**. Use of the library meeting room does not imply endorsement by the library staff or Trustees of the viewpoints presented.

POLICY

The Library Board encourages the widest possible use of library meeting rooms by nonprofit community groups, as long as this use **does not interfere with the normal functions of the library**.

- All meetings shall be open to the public.
- Rooms may be used for educational, cultural, informational or governmental/civic activities and may include public lectures, panel discussions, workshops and other similar functions.
- Room bookings are subject to cancellation with a two week notice **if the room is needed for library programming**.
- Programs involving the sale, advertising, promotion of commercial products or services, or programs sponsored by a business firm, regardless of purpose, are prohibited.
- No admission fee, registration fee, donation or monetary solicitation may be sought from meeting attendees, unless the Library co-sponsors the program.
- Groups are responsible for any room set-up and are to **leave the room as it was found**.
- Users agree to abide by all regulations of the library relating to the use of the facilities and accept responsibility for all damages caused to the building and/or equipment beyond normal wear.

CHARGES

There is no charge for use of meeting rooms by city/county governmental agencies, by nonprofit community groups, or by groups presenting programs in which the Library is a sponsor or cooperating agency.

The rental of the room for personal purposes (parties/showers) shall incur the following fees: \$40 for two hours or less and \$10 for each hour afterward (not to exceed 5 hours except with director's permission). The use of the room begins with the set-up time and clean-up time. The fees are used to offset the janitorial and utilities cost for the library. A \$20 deposit is required three days

in advance. If the room is left as it was found, the deposit will be applied to the rental fee.

EXPECTATIONS FOR LEAVING THE ROOM AFTER USE.

1. The carpet has been cleaned and vacuumed. Often, cake, frosting, and other food dropped on the carpet adheres to it and needs to be scrubbed.
2. Tables need to be wiped and trash removed from the building. The library's outdoor trash container is located on the south end of the west side of the building (facing the alley).
3. Any decoration is to be removed. If items are hung from the ceiling tile area, the twine, ribbons, and other hanging devices need to be removed as well.
4. DO NOT remove the posters. If you need the space, you must request permission from library staff.

GENERAL RULES AND REGULATIONS REGARDING MEETING ROOM USE

Applications/ Reservations

- Groups interested in using the Library meeting rooms must request the required date at least **one (1) week prior** to the first scheduled meeting date.
- An authorized adult representative of the group must request use of the meeting room. The representative agrees on behalf of the group that the proposed use of the meeting room by such group will be within Policy guidelines. Failure to abide by the Policy may disqualify the group from future use of the rooms as a minimum penalty.
- The group accepts financial responsibility for all damage caused to the building or equipment beyond normal wear. The authorized adult representative of the group will be responsible for any charges incurred by the group.
- Meeting rooms are scheduled on a **first come, first served basis**.
- Reservations may be made no more than six months in advance, except for groups reserving 12 meetings in a 12-month period as described above, or groups making a contract for meeting room space. **However, the Library does reserve the right to cancel a scheduled meeting with a 2-week notice, if the room is needed for library programming. The Library will make every effort to avoid a cancellation but does reserve that right.**
- Room reservations may be called in.
- Library staff should be notified in advance of cancellations. If the meeting is canceled with less than 24-hour notice, the group may be disqualified from future use of the rooms.

CONDITIONS OF USE

Schedule

- Meetings must be held during regular library hours, although the library director, at his/her discretion, may allow meetings to be held at a time outside of regular library hours.
- Meetings must end on or before the scheduled time so the room can be cleared or prepared for other meetings. All meetings must end 15 minutes before the close of library hours.
- **The authorized adult representative of the group should check out with staff at the end of the meeting.**

Food or Drink

- Groups who use the library rooms may request, in advance, the privilege to serve light refreshments subject to approval by the librarian. Alcoholic beverages are prohibited.
- The group is responsible for leaving the room in the condition in which it was found.
Charges will be assessed for damages or required extra cleanup.

Equipment and Media

- Equipment may be brought in to use in the meeting rooms if approved by the staff person in charge.

Internet/PC Use

- Wireless Internet access is available in all meeting rooms. Groups will need to bring their own laptops.

Note: People/organizations that use the Community Room are reminded that there is no charge for occupancy but that free-will donations are accepted.