

## **Library Meeting Room Policy**

### **Meeting Room Description**

The Fort Madison Public Library provides the Sheaffer Memorial Meeting Room, with a capacity of 81 for meeting rooms for community groups and organizations. It is available whenever not needed for library or library co-sponsored programs.

The meeting room has folding tables (6) and stacking chairs (65) to allow for flexible set up. Each group is responsible for arranging the tables and chairs as they need them.

The Fort Madison Public Library can provide the following equipment: TV, DVD player, overhead projector and video projector. This equipment must be reserved ahead of time. If unfamiliar with the operation of the equipment, users are requested to meet with staff before the meeting to be instructed in the safe use of the equipment. Users are requested to notify staff if equipment is not functioning properly. The meeting room is equipped with a projection screen and a dry erase white board.

### **Meeting Room Reservations**

The meeting rooms may be scheduled at 3 month intervals. Individuals or organizations may have up to three meetings on the schedule at a given time without obtaining permission of the Director. An application including the name, address, and telephone number of a contact person will be required. It is the responsibility of each organization to notify the library if the contact person changes. Responsible group supervision is to be provided during meeting room use. Anyone under the age of 18 must have an adult reserve the room for them; adult supervision must be provided during meeting room use. All statements on the application are subject to this policy.

A refundable deposit of \$50 must be on file in order to use the meeting room. Any violation of this policy may result in loss of all, or part of, the deposit. If the violations result in monetary loss to the library that exceed the \$50 deposit, the user group or organization shall reimburse the library for the full extent of its losses.

A \$25 dollar fee will be charged for any of the following:

- ~Failure clean the meeting room, including wiping down the tables and sink and vacuuming the floor
- ~Failure to gather up trash, empty trash cans and take trash to the bins on the southeast side of the building
- ~Attaching any materials, by any means to the walls, doors, ceiling or windows with the exception of magnets used to hold items to the magnetic white board

Meetings in the Sheaffer Memorial Meeting Room can be scheduled to begin before the library opens, or extend after the library closes, all meetings must be finished by 10:00 p.m. Access to the meeting room before or after hours requires a key. The meeting room key must be returned before the library closes, the next day it is open (unless other arrangements are made due to library closure) and cannot be returned in the book drop. If the key is lost \$500 will be charged to change the locks. It is the responsibility of the person using the room to pick up the key in advance, or arrange for someone to pick it up for them. If the key is not picked up in advance, library employees will try to arrange to get the key to the person using the room but cannot guarantee that they will be able to do so.

Reservation of meeting rooms and equipment may be made at the Information Desk during normal library hours either in person or over the telephone. Reservations taken over the phone will be considered temporary until the paperwork is filled out and the deposit check is received. Reservations that are still in temporary status after one week may be cancelled if someone else wants to use the room on the same day, after notifying the person with the temporary reservation and giving them a chance to complete the reservation.

If the meeting room is not in use or reserved for use within the next thirty (30) minutes, it can be used on a first come, first serve basis without the need to fill out an application or submit a deposit.

## **Meeting Room Use**

No materials of any type may be attached by any means to the walls, doors, ceiling or windows with the exception of magnets used to hold items to the magnetic white board.

Storage of equipment or materials is not allowed at any time.

Use of meeting room in no way implies library endorsement of ideas expressed in the meetings or of the aims and goals of the organizations using the facilities. In case a question is raised as to the objectives and activities of any organization, group, or individual requesting use of the meeting rooms, the Library Board shall be the final authority in granting or refusing permission for the use of the rooms. Organizations may not advertise the use of the library facility in any way that implies sponsorship by the library other than to indicate the name and address of the facility, the name of the room where the meeting is to be held, and the date and time of the meeting.

All organizations must take reasonable precautions to avoid damage of equipment, furnishings, floor cover and other library property. Groups will furnish their own serving equipment. Sink, counters, and tables must be left clean and in an orderly condition. All trash resulting from serving of refreshments must be removed from the library building and placed in the trash bins at the southeast corner of the building by the organization.

Meetings held in the rooms must not disrupt the general service of the library. Noise and conduct is expected to be kept to a level that will not disrupt either meeting room use or general patrons in the library. The library reserves the right to cancel the use of rooms at any time. Users of any of the meeting rooms are required to comply with the Library Behavior Policy.

All groups using the meeting room must clean up after themselves including, but not limited to, washing, drying and putting away any library dishes used, vacuuming the carpet, erasing the white board and bagging up trash and placing it in the trash bin at the southeast corner of the library building. Failure to clean up after a meeting will result in denied access to the meeting room.

The library reserves the right to revoke permission to use a meeting room if the scheduled room is needed for library purposes. Every attempt will be made to find an acceptable alternate time.

Smoking and open flames, including birthday candles, are ~~is~~ not allowed in Fort Madison Public Library facilities. Alcoholic beverages are also prohibited. The Library Director or designee may make exceptions for alcoholic beverage service for Library-sponsored events.

The Library does not assume any liability for injuries to person, theft or damage to personal property that occur as a result of allowing a group, or organization, use of its meeting room. The group, or organization, shall agree to release and hold harmless the library from any and all liability that may occur as a result of said use. The group, or organization, shall agree to indemnify the library for any and all expenses it may incur that relate to the group's, or organization's, use of the library meeting room(s).

Interpretation of this policy is left to the discretion of the Director, or the Director's designee. Final authority rests with the Board of Trustees.

**Adopted by the Library Board on October 18, 2007. rev. August 21, 2008. rev. July 2011. rev. March 2013. rev. June 19, 2014. March 17, 2016. Rev. January 17, 2019.**