

WINTERSET PUBLIC LIBRARY POLICY MANUAL

SECTION I

MEETING ROOMS

I-1. Use of Meeting Rooms

1. The meeting room is available except when it is needed for library or library-sponsored programs, or meetings of the city council or other city-sponsored meetings.
2. The meeting room is available without charge for meetings or programs of a civic, cultural, service or educational nature. However, donations by such groups to Friends of the Winterset Public Library will be gratefully appreciated.
3. The meeting room is available for \$35.00 rent for family gatherings, class reunions, religious and political groups, or gatherings for the financial benefit of individuals or groups.
4. A refundable \$25.00 damage deposit must be paid by ALL GROUPS when the reservation is made. Under special circumstances, the Library director may waive the \$25.00 damage deposit -- mainly for government agencies.
5. Higher custodial fees may be assessed if the room is not returned to its original condition.
6. Reservations for the meeting room must be made with the library staff. Each reservation must include the name, address, and phone number of a contact person. (Ask for a form) This contact information is made available to the public. It is the responsibility of each organization to notify the library if the contact person changes. Anyone under the age of 18 must have an adult cosign the application, and adequate adult supervision must be provided during meeting room use.
7. The meeting room may be reserved up to one year in advance.
8. All equipment must be scheduled in advance. Fees may be charged. A valid library card is required for use of library equipment.
9. All organizations must take reasonable precautions to avoid damage to equipment, furnishings, floor cover and other library property. Please report any damage to the library staff as soon as possible. The library reserves the right to bill individuals and organizations for damaged library property.

10. All meetings should be held during regular library hours. Meetings may begin before the library opens, or extend beyond regular hours (no later than 10 p.m.) but must receive prior approval of the library director.

11. The library will not care for, nor store any material for groups using the room.

12. The library must be notified if a cancellation becomes necessary. Failure to cancel 30 days in advance of the meeting date will cause forfeiture of the rental fee and may result in denial of future reservations.

13. No group may transfer use of the room to another group.

14. The library is not responsible for accidents, injury, loss or damage to the private property of individuals or organizations.

15. The use of the meeting room in no way implies library endorsement of ideas expressed in the meeting or of the aims and goals of the organization using the facilities. In case a question is raised as to the objective of an activity of any organization, group, or individual requesting use of the meeting room, the Library Board shall be the final authority in granting or refusing permission for the use of the room.

16. All advertising and public notices of events to be held in the meeting room must carry a clear statement of organizational sponsorship. No organization or group shall use the library as its official address.

17. All groups that use the facility will be expected to follow these guidelines:

1. Candles and open flames are not allowed
2. Exits shall not be obstructed
3. All food and materials shall be removed after the meeting, including trash
4. All lights, the stove and small appliances must be turned off before leaving
5. No smoking is allowed
6. Food and non-alcoholic beverages are permitted in the meeting room only
7. No alcoholic beverages or controlled substances will be made available or used
8. Groups are responsible for setting up the room prior to their meeting and returning the room furniture to its original arrangement afterward.
9. Individuals attending meetings are responsible for the supervision of their children.
10. Absolutely NO decorations may be attached to any walls, doors, windows or the ceiling.