

## Wautoma Public Library's Meeting Room Policy

1. The Meeting Room may be reserved upon availability for educational, community, or literary purposes. It may also be reserved for social and commercial gatherings.
  - a. Library sponsored programs, government meetings, or meetings held by elected officials may reserve the room free of charge.
  - b. Nonprofit entities may reserve the room for a \$5.00 fee.
  - c. For profit groups will be assessed a prepaid usage fee at a rate of \$25.00 for half a day or less and \$50.00 for a full day.
  - d. Private parties (showers, graduations, gift openings, dances, etc.) will be assessed a prepaid usage fee at a rate of \$25.00 for half a day and \$50.00 for a full day. Also, a refundable security deposit of \$50.00 may be required. The deposit will be refunded once the library staff has inspected the room and determined nothing was damaged and the room was left as it was found.
  - e. Once the library has received the fee, your reservation will be confirmed.
    - i. If you need to cancel your reservation, your fee will be refunded to you.
    - ii. Repeatedly failing to notify library staff of cancelation may result in suspension of meeting room privileges.
    - iii. There is a limit to five reservations a month for reoccurring events and meetings.
  - f. On rare occasions, public reservations may be canceled due to library needs.
2. Request for use of the Meeting Room will be reviewed and approved/disapproved by the library director. The Meeting Room Application must be signed by a responsible member of the group. Groups requesting a regular meeting schedule should contact the director at the beginning of each year. Requests that restrict the availability of the Meeting Room to other groups may be denied. The director has the option of deferring any questionable request to the Library Board.
3. Groups using the Meeting Room will designate one person to be responsible for signing the Meeting Room agreement; paying the fee (and deposit); obtaining the key; scheduling; preparation; clean-up; ensuring policies and procedures are followed; and acting as a liaison with the library director.
  - a. If the key is lost, the group will be responsible for the cost of re-keying the locks and replacing the keys.
4. Programs which would interfere with the library's operation by causing excessive noise, a safety hazard, security risk, etc. are not permitted.
  - a. The meeting room may not be used for activities prohibited under local, state, or federal law.
5. The Meeting Room must be left in the same condition in which it was found.
  - a. The user shall be responsible and pay for any damage to the Meeting room and/or its contents excepting normal wear and tear.
  - b. A fee will be charged starting at \$25.00 and up according to damage repairs and the amount of cleaning that needs to be done.
  - c. Security deposits will be put towards damage repairs and cleaning costs. If the amount is greater than the deposit, a fee of the remaining balance will be charged.
  - d. The director may deny future use of the room to individuals or groups that damage or leave the room in an untidy state.

6. The Meeting Room has a hospitality area and coffee makers available for use.
  - a. Dishes and consumable products must be provided by the group.
  - b. Coffeemakers must be washed, dried, and stored and the hospitality area left clean and tidy.
7. The Meeting Room has a 70” TV for use as well.
  - a. Whether the TV is used or not, all groups using the meeting room are liable for any damages to the TV and its components during use of the meeting room.
  - b. If groups would like to use the TV, the supervisor must sign the TV use policy form and pick up instructions and the remotes for use.
8. During library hours, a projector is available for use as well.
9. No alcoholic beverages, smoking, illegal drugs, or red colored drinks are permitted in the library or meeting room.
10. No tape of any kind may be used on the carpet, no nails, push-pins, or tacks may be used on the walls. Tape that strips paint from the walls cannot be used.
11. Any audio-visual materials brought into the library to be shown and/or heard must have “Public Performance” rights in accordance with federal copyright law.
12. The library will not provide supplies, additional equipment, or personnel for those who use the room.
13. The library will not store any materials or equipment belonging to groups or individuals using the Meeting Room, unless otherwise approved by the Library Board.
14. During library hours, please park in the west end of the parking lot.
15. The library assumes no responsibility for personal belongings, organizational materials, or equipment used in the meeting room.
16. The fact the library permits a group to use its meeting room does not in any way constitute an endorsement of the group’s policies or beliefs by Library staff or Board.
17. Failure to comply with these rules, misrepresentation by the applicant(s), or disorderly conduct will result in forfeiture of the deposit and of future rights to use the meeting room.

Updated and approved by the Library Board April 2018