

Meeting Rooms Policy

Introduction

The Wautoma Public Library has a large meeting room which is used to provide space for library meetings and programs. When the large meeting room is not being used by the library, it is available for use by individuals and groups on an equitable basis regardless of the beliefs and affiliations of the individual and group.

The library also has a small meeting room that is available on a first-come, first-served basis and has a time limit of two hours.

Rooms Available

Large Meeting Room- 40-person capacity with chairs only. The room includes a 70" TV with an HDMI cable, tables, chairs, coffee makers, and sink.

Small Meeting Room- 8-person capacity. The room includes a 50" TV, whiteboard, tables, and chairs.

Reserving the Large Meeting Room

- Individuals and groups using either meeting room must follow the Library's Behavior Policy and adhere to this Meeting Room Policy.
- Reservations for the Large Meeting Room may be made up to three months in advance. Room reservation requests beyond three months in advance are subject to approval by the Library Director. Groups requesting a regular meeting schedule should contact the library at the beginning of each quarter.
- All users of the Large Meeting Room must have a signed Meeting Room Application (*attachment # 9*) on file. Groups with recurring events and meetings shall fill out the application annually. An application shall be filled out for each special event.
- Librarians, government **representatives**, or elected officials may reserve the room free of charge for meetings and programs. Parties and events charged at normal rate.
- Government **groups** and nonprofit entities holding a meeting may reserve the room for a \$10.00 fee. Proof of nonprofit status must be provided. 501(c)(3), 501(c)(4), 501(c)(5), or 501(c)(6). Parties and events charged at normal rate.
- Other groups or individuals reserving the room for a meeting will be charged a fee of \$50.00 for half a day (4 hours or less) and \$100.00 for a full day (4+ hours). Tax included.
- Parties and events- All groups using the room for a party or event will be charged a fee of \$50.00 for half a day (4 hours or less) and \$100.00 for a full day (4+ hours).
- Groups that serve food may require a refundable security deposit of \$50.00.
 - The deposit will be refunded once the library staff have inspected the room and determined nothing was damaged and the room was left as it was found.
 - Failure to comply with library policy, damage to library property, or the Meeting Room left in an untidy state will result in forfeiture of deposit.
 - The person renting the room is responsible for collecting the refundable deposit from the library within 30 days of the event, or the deposit will be forfeited.
- Once the library has received the fee, your reservation will be confirmed.
 - If you need to cancel your reservation, your fee will be refunded to you. Reservations paid electronically will be refunded **minus the bank service fee**.
 - Repeatedly failing to notify library staff of cancellation may result in suspension of meeting room privileges.

- On rare occasions, public reservations may be canceled due to library needs.
- The person renting the room is responsible for signing the Meeting Room Application; paying the fee (and deposit); obtaining the key; scheduling; ensuring policies and procedures are followed; acting as a liaison with the library staff; and picking up the refundable deposit if applicable.
- The key may be picked up 24 hours in advance if the reservation is outside library hours.
- If the key is lost, the person renting the room will be responsible for the cost of re-keying the locks and replacing the keys.
- The director can defer any questionable request to the Library Board.
- Patrons may use the meeting room for quiet study or to work when it is not reserved for a group.

Rules for use

- Programs which would interfere with the library's operation by causing excessive noise, a safety hazard, security risk, etc. are not permitted.
- The meeting room may not be used for activities prohibited under local, state, or federal law.
- The Meeting Room must be left in the same condition in which it was found.
- Trash must be taken from the library. It may be put in the dumpster next to the WWII Memorial Building.
- No alcoholic beverages, smoking, illegal drugs, or red colored drinks are permitted in the library or meeting room.
- No tape, nails, pushpins, or tacks may be used on the walls or carpet.
- 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.
- The library will not provide supplies, additional equipment, or personnel for those who use the room.
- 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.
- During library hours, please park at the west end of the parking lot.

Liability

- A minimum fee of \$25 and up will be charged to cover the cost of damages and cleaning.
 - Security deposits will be put towards damage repairs and cleaning costs. If the amount is greater than the deposit, a fee for the remaining balance will be charged.
- The director may deny future use of the room to individuals or groups that break policy, damage library property, or leave the room in an untidy state.
- The library assumes no responsibility for personal belongings, organizational materials, or equipment used in the meeting room.

Disclaimer/Endorsement

The Library provides meeting rooms as a community service and the use of a room does not constitute Library endorsement of the viewpoints expressed by presenters or participants. Anyone using a room shall not publicize the event in any way that implies it is sponsored, co-sponsored, are approved by the library unless permission has been granted by the library Director or designee.

Updated and approved by the Library Board 04/18, 06/22, 12/23, 9/24 HK, 12/25 HK