

# MEETING ROOMS POLICY

Marion Public Library

## I. PURPOSE

The library's meeting rooms are designed to accommodate a wide range of programs and uses relating to the library and matters of public or private interest. The library board of trustees neither approves nor disapproves of any particular program or its content.

## II. ELIGIBLE USERS

The meeting rooms are available for use by the following groups, with preference given at all times to library-sponsored programs:

1. Election/Voting
2. Marion Public Library
3. Library-related groups
4. Departments of Marion city government
5. Nonprofit organizations (See Sec. V. No. 8 concerning sale or solicitation of goods or services)
6. Social groups such as book clubs, card clubs, sewing and craft groups, Scout troops, homeowners groups, etc.
7. Business and professional organizations (See Sec. V. No. 8 concerning sale or solicitation of goods or services)
8. ICN (Iowa Communications Network) – Conference Room only
9. Other uses as approved by the Marion Public Library Board at a regularly scheduled board meeting.

The meeting rooms are not available for private parties (i.e. birthdays, showers, reunions, holidays, etc.).

## III. ROOMS' CAPACITIES AND AVAILABLE EQUIPMENT

- Meeting Room A – 135 (chairs only)/ 65 (chairs and tables) (the library has only 95 chairs available)
- Meeting Room B – 60 (chairs only)/28 (chairs and tables)
- Combined A & B (rooms will be combined only for library programs) – 185 (chairs only)/83 (chairs and tables)
- Conference Room – 12
- Standard set up for the Meeting Room A is 32 chairs with eight tables; for Meeting Room B is 24 chairs with six tables; Conference Room is one table with 12 chairs
- Restrooms are accessible from the lobby
- Kitchen, including a refrigerator, coffeemaker, hot water pot, microwave, sink.
- Extra folding tables and chairs
- Dry-erase marking board
- Projection screen

- Podium
- Wireless Internet

#### IV. RESERVATIONS

Reservations may be made at the Information Desk; reservations will be taken in person, over the phone, or via email (mplinfo@cityofmarion.org) and may be made up to three months in advance. Arrangements must be made to pay any applicable fees at the time the reservation is made. See Rate Schedule for details.

1. Requests that include the use of any of the meeting rooms and the use of library equipment should be made at least three days in advance. This time period is not meant to be absolute and staff will attempt to accommodate all requests. Library staff will not be available to monitor/operate equipment for non-library meetings.

1.2. Meeting room will be held for 15 minutes past the reserved time; if the reserving group has not shown up within that window, the room can be released to another group.

2.3. The following equipment may be reserved on a first-come, first-served basis:

- Television and DVD player
- Data projector
- Portable microphone
- Easel (users provide paper and markers)

3.4. It is the responsibility of the person who reserves a meeting room to call the Information Desk to confirm the reservations.

4.5. Copies of announcements of programs to be held in the library meeting rooms must be given to the Information Desk for approval before posting in the library.

5.6. Cancellation of a reservation by a group should be made as soon as possible, but at least 24 hours in advance.

#### V. GENERAL RULES GOVERNING USE OF THE MEETING ROOMS

- No admission or other kind of fee may be charged for any meetings or programs.
- The library is a smoke-free facility.
- Any open flame is prohibited.
- Room capacities must be observed.
- Persons under the age of 18 must be under adult supervision in the Meeting Room. Persons under the age of 18 may use the Conference Room if the activity is part of an organized group, the name of an attending adult sponsor is supplied, or the Information Desk staff grants permission.
- The library is not responsible for loss or damage to the private property of individuals or organizations using meeting room facilities.
- Users may not offer items or services for sale, solicit orders for goods or services, or engage in other fundraising activities while on library premises.
- Damage incurred to library property will be the responsibility of the group reserving the meeting rooms and costs will be billed accordingly.

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9. Public notices and advertising of meetings to be held in the meeting rooms are to refer to the location as the Meeting Room A, Meeting Room B, or the Conference Room, Marion Public Library. Groups cannot list a library telephone number on any public announcement. The group's advertising and promotional efforts must not imply that the library is a sponsor or a co-sponsor of its meeting. The library may not be used as an organization's mailing address or storage site. The library will not accept messages for groups using the meeting rooms.
10. A group or organization using the meeting rooms is responsible for arranging the tables and chairs to suit its needs. All tables and chairs must be returned to the original-standard placement immediately after the event (a map of the room's standard set-up can be found on the wall of the room) and the rooms must be in an acceptable condition with all personal property removed and trash placed in receptacles provided. Cleaning supplies are the responsibility of the user, but a vacuum can be made available. Routine vacuuming and general custodial services will be provided by the library if the room is left in an acceptable condition. If more than routine cleaning is necessary, the user group will be billed accordingly.
11. Meeting rooms may not be reserved by an organization for their own membership purposes for more than one date during a month. Exceptions may be made at the discretion of library supervisors. While groups are not allowed to schedule meetings more than once a month, if a group calls in on the day they want to meet and a room is available, they may use it, even if they have already used a room that month.
12. Materials may not be fastened to library floors, walls, white boards, or furniture.
13. The rooms are kept locked and users must check in at the Information Desk and notify staff when finished.
14. The library staff reserves the right to determine whether a proposed use of facilities is appropriate, and to give or withhold permission for such use.
15. No group or organization may reassign use of the facility to another.

## VI. CATERED EVENTS GUIDELINES

1. Meeting room users are responsible for arranging tables and chairs according to their needs. Linens, tableware, and table decorations are to be provided and set up by either caterers or meeting room users.
2. Caterers are expected to remove everything they bring into the library. This includes all trash, empty containers, and unused materials. Unless other arrangements have been approved by an Information Desk staff person, this must be done immediately after the scheduled event.
3. The kitchen and meeting rooms should be returned to their original set-up. Counters, floors and sink may need to be cleaned. Cleaning supplies and towels must be provided by the users, but a vacuum can be made available.

## VII. MEETING ROOM HOURS

Library meeting rooms and study rooms are available during hours the library is open unless special permission is granted by the library director. Meetings must end 15 minutes before the library closes.

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## VIII. RATE SCHEDULE AND PAYMENT

The Rate Schedule reflects the costs of security, custodial personnel, and utilities.

1. There is no charge for non-profit organizations.
2. For-profit organizations are charged \$15 per hour or any part thereof for either Meeting Room or for the Conference Room.

Payment for the use of meeting rooms can be made at the Information Desk during library hours. Proof of tax-exempt status may also be required. Rental fee should be paid at the time reservation is made unless other arrangements are made. Nonpayment or late payment may be cause for cancellation of reservation. Fee will be refunded to the group/individual if a cancellation notice is received by the library 24 hours or more in advance.

Adopted by the Board of Trustees 5/13/96

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