



Meeting Room & Study Room Policy

The American Library Association considers library meeting rooms to be community services, similar to all other taxpayer-funded services available at public libraries. ALA's "Interpretation of the Library Bill of Rights: Meetings Rooms" says, in part, "a person's right to use a library should not be denied or abridged because of origin, age, background, or views." It is inconsistent with Article V to restrict indirectly access to library meeting rooms based on an individual's or group's ability to pay for that access.

The primary purpose of the meeting spaces is to provide space for library events. A secondary use for the meeting space is to further the mission of the library in promoting learning and community building.

Priority for use of the meeting spaces:

1. Primary use of the meeting room is reserved for library activities and programs.
2. Civic, community, cultural or educational purposes.
3. Tutoring, studying, test taking, and professional parent/child visitation sessions.

Who may use the meeting spaces:

1. Educational, cultural or civic meetings or programs of area non-profit organizations can use the meeting spaces with no charge, with the understanding that the meetings are also free of charge.
2. Tutoring, studying, test taking, and court directed parent/child visitation sessions can be scheduled at no cost, with the understanding that those tutored or attending will not be charged.
3. Political groups and a candidate's campaign committee as defined in Iowa Code §68A.102(5) & §68A.102 (18) may use the meeting spaces free of charge. However, the law specifically prohibits the use of signs and the distribution of political literature on the premises of the public library. (Iowa Ethics and Campaign Disclosure Board)
4. Business organizations and private parties may use the room (meetings with clients, staff training, job recruitment, baby showers, etc.) at the rate of \$35 per meeting, not to exceed 4 hours.

Scheduling:

1. Reservations will be on a first come, first served basis, under priority guidelines.
2. Reservations may be made 3 months in advance.
3. Meeting spaces will be locked; users will need to check in at front desk.
4. Individuals and organizations agree to the guidelines and accept responsibility for appropriate use of the meeting room when they make a reservation online or check in at the front desk.



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5. Organizations and individuals who are not charged to use the meeting spaces may reserve a total of 4 hours per week. Other hours are available on a walk-in basis or through paid reservation.
6. The organizations' representatives requesting the reservations must give their own names and phone numbers, the identity of the group, and an estimate of how many will attend.
7. Meetings must start during regular library hours and be finished 15 minutes prior to the closing of the library.

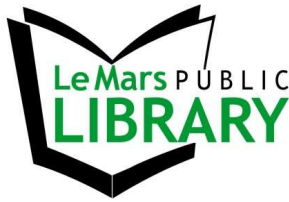
Fees:

- Organizations and individuals who are not charged but have exceed 4 hours per week, may continue to reserve space at \$35 per meeting. Walk in access on first come, first serve remains free.
- Business organizations, other for-profit entities and private parties may use the room (meetings with clients, staff training, job recruitment, baby showers) at the rate of \$35 per meeting, up to 4 hours, with no weekly limit.
- The library will bill for loss or damages and excessive cleaning expenses.
- Failure to leave the meeting room before the library closes will be a \$25.00 fee.

Seating capacity:

Meeting Room: Up to 35 people with tables and chairs (20 people recommended).

Study Rooms: Each room holds up to 4 people with a table and 4 chairs



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Room Set Up:

- The tables and chairs in the study rooms shall not be rearranged.
- Setup in the larger meeting room is the responsibility of each group even if an organization is paying to use the room.
- All rooms should be left as neatly as found.
- Please ask the staff for cleaning supplies if necessary.
- Please request extra trash bags, etc. to facilitate clean-up in the meeting room.
- Requests for equipment must be made when reserving the room.

Food/Beverage:

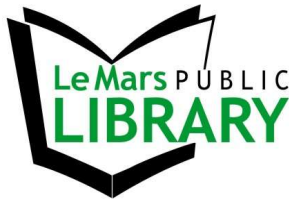
- Food and non-alcoholic beverages are allowed.
- Organizations are responsible for bringing all food and dishes, as well as clean-up.
- Coffee pots maybe available to use, please ask in advance.
- Coffee for pots, cups, napkins, etc. must be provided by the organization using the room.
- Alcoholic beverages are not allowed. The library is a non-smoking, no-vaping, tobacco free and e-cigarette free facility.
- No open flames [birthday candles].

Equipment:

The library meeting room has Wi-Fi service during normal library hours.

The meeting room is equipped with:

- Smart TV with HDMI connection (if an adaptor is needed, please request this prior to the meeting)
- An overhead projector
- DVD player (via laptop)
- Projection screen
- CD projector
- Podium
- 3-foot moveable tables
- 20 stacking chairs



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Restrictions:

- The Le Mars Public Library name must not be used as an event sponsor (implied or otherwise) or endorsement unless permitted in writing by the Library Director.
- Meetings that disrupt normal library functions will not be permitted. (Example: excessive crowds, excessive noise- see Disruptive Patron Policy)
- Groups using the meeting rooms should not leave children unsupervised in the meeting room or in the main library.
- The library's address or phone number may not be used as the contact information for the entity using the meeting room.
- The organization is responsible for notifying members of cancellations and schedule changes.
- Open flames [birthday candles] are not permitted.
- Library personnel must have access to the meeting room at all times and the library retains the right to monitor all meetings on library premises.
- The library is not responsible for the loss or damage of private property or for any accidents that may occur.
- The library is not responsible for views and opinions expressed by those using the meeting room. Permission to use the meeting room does not constitute endorsement by the Le Mars Public Library.
- The library reserves the right to right to revoke permission to use the meeting room. Providing false information on the application form and/or failure comply with the policy will result in termination of meeting room use.
- Approval of meeting room situations not described here will be determined by the Library Director, who is authorized to establish reasonable regulations governing use of the meeting rooms and related fees. A request for exceptions to this policy can be submitted in writing to the Le Mars Public Library Board and will be considered at the next regular monthly meeting
- The library reserves the right to cancel a reservation if the space is required for its own use or use by the City of Le Mars. Every effort will be made to give adequate advance notice.