

Meeting Room & Study Room Policy



The American Library Association considers library meeting room/ study 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 room/ study rooms based on an individual's or group's ability to pay for that access.

The library cannot accommodate all requests for meetings. There are other meeting facilities in the city such the Convention Center and the staff may refer unmet requests to other locations.

Priority for Use of the Meeting Room & Study Rooms:

1. Primary use of the meeting room/ study room will be for library activities and programs.
2. Civic, community, cultural or educational purposes and professional parent/child visitation sessions. *(charges may apply)*
3. For-profit entities, fee based services and private parties. *(charges may apply)*

Scheduling & Use of Meeting Room & Study Rooms:

4. Reservations will be on a first come, first served basis, under the priorities listed above.
5. Meetings must start during regular library hours and be finished 15 minutes prior to the closing of the library.
6. The meeting room/study room may be reserved by one organization/individual for a total of 4 hours per week. Other hours are available on a walk in basis or through paid reservation.
7. Reservations may be made 3 months in advance.
8. Each organization/individual must have the signed form accepting responsibility for the facilities on file before using the room.
9. The organizations' representatives or an individual requesting the reservation must give their own names and phone numbers, the identity of the group, and an estimate of how many will attend.
10. A room not occupied within 15 minutes of the reserved time will be considered available for use by others.
11. A room left unattended for more than 15 minutes will be considered vacant and available for use by others.

Fees:

12. Meeting room rate is \$35.00 per 4-hour increments.
13. The meeting room/ study room is available at no cost to educational, cultural or civic meetings or programs of area non-profit organizations, supervised parent/child visitation sessions **with the understanding that the meetings are also free of charge.**
14. Business organizations, fee based services and private parties may use the meeting rooms/study rooms at the rate of \$35.00 per 4-hour increments.
15. Failure to leave the meeting room/ study room before the library closes will result in a \$25.00/15 min fee. This fee will be applied to all groups: Business/Non- Profit, etc.
16. The library will bill for loss & damage of library property and cleaning expenses.

Adopted by the Library Board on Jan 14, 2019, rev approved Oct 15, 2019, Fire Code updated 12/9/2019

Meeting Room & Study Room Policy



Restrictions:

17. 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.
18. Library personnel must have access to the meeting room/ study room/study rooms at all times and the library retains the right to monitor all meetings on library premises.
19. Meetings that disrupt normal library functions will not be permitted. (Example: excessive crowds, excessive noise- see Disruptive Patron Policy)
20. Library staff will give directions to the rooms, but cannot act as a receptionist for persons and attendees using the meeting room/study rooms, such as taking calls, etc.
21. Groups using the meeting room/ study room should not leave children unsupervised in the room or in the main library.
22. Cancellations should be made as early as possible. The organization is responsible for notifying members of schedule changes.
23. Providing false information on the application form and/or failure comply with the policy will result in termination of meeting room/ study room use.
24. The library's address or phone number may not be used as the contact information for the entity using the meeting room/ study room.
25. 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. The following statement should be used on promotional materials: *"This program is sponsored by _(organization)_ and will be held at the Le Mars Public Library."*
26. The library is not responsible for the loss or damage of private property or for any accidents that may occur.
27. The library reserves the right to right to revoke permission to use the meeting room/ study room/study rooms.
28. Approval of meeting room/ study room situations not described here will be determined by the Library Director, who is authorized to establish reasonable regulations governing use of the meeting room/ study rooms and related fees.
29. The library is not responsible for views and opinions expressed by those using the meeting room/ study room. Permission to use the meeting room/ study room does not constitute endorsement by the Le Mars Public Library.

Meeting Room & Study Room Policy



30. 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

Meeting Room Seating capacity:

- Up to 20 people with tables and chairs/ 30 without tables (recommended). **Fire Code Capacity 32; Standing Only 49.**
- Room setup is the responsibility of each group even if an organization is paying to use the room.

Study Room Seating capacity:

- Up to 4 people – table and four chairs are provided, furniture must stay as arranged.

Clean-up

- All rooms should be cleaned up when leaving – tables wiped, trash & food in trash bags.
- Please request extra trash bags, cleaning supplies, vacuum cleaner, etc. to facilitate clean-up.

Food/Beverage:

- Food and non-alcoholic beverages are allowed in rooms.
- Coffee pots maybe available to use, please ask in advance.
- All utensils, cups etc must be provided by the organization using the room.
- Alcoholic beverages are not allowed.
- The library and library property is a non-smoking, no-vaping, tobacco free and e-cigarette free facility.

Equipment:

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

- Requests for equipment must be made when reserving the room.

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
- Projection screen
- A LCD projector-
- A podium
- 3-foot moveable tables.
- 20 stacking chairs.

Meeting Room & Study Room Policy



Responsibility for Meeting room/ Study room Use

This form will be kept on file for one year.

Fire Code Capacity: 32; Standing Only 49

- As a representative of the group or the individual listed below, I agree that use of meeting room/ study room is in accordance with the policy.
- As a representative of the group or the individual listed below, I agree to be responsible and insure that no property is damaged and that behavior is not disruptive to others.
- As a representative of the group or the individual listed below, I agree to be responsible for returning the room to the condition in which it was found.
- I have read the "Meeting Room/ Study Room Policy for Le Mars Public Library" and agree to the provisions.
- I agree to report the meeting attendance number to the front desk to facilitate accurate statistics.

Organization/group _____

Individual representative _____

Address _____

Phone Number _____

Date signed _____

Room set-up is not provided, even if paying a meeting room fee.

Please indicate equipment needed when booking the meeting room.

Please allow adequate time to test equipment before the start of your meeting.

Failure to leave the meeting room/ study room before the library closes will be a \$25.00 fee.

Return completed form to the library: fax: 712-546-5797 or email: library@lemars.lib.ia.us