

MEETING ROOM USE POLICY

I. Purpose Statement

Meeting rooms of the North Liberty Library are designed to meet general informational, educational, cultural, and civic purposes. Use of the library's meeting rooms does not constitute library or City of North Liberty endorsement or approval of viewpoints expressed by participants in the program.

II. Meeting Room Use Guidelines

- A. Meeting rooms are available for the public on a first-come, first-served basis for use at times that do not conflict with daily operations of the library or library programming
- B. Meeting rooms are primarily for nonprofit use, non-commercial, non-political, and not religious. Exceptions may be made for meetings that may have a positive impact on economic development in North Liberty
- C. All nonprofit meetings shall be open to the public and not limited to membership of the group or organization sponsoring the meeting
- D. Programs and promotion of library services or by the City of North Liberty for City-sponsored events will have priority for meeting room use. Meeting/study rooms may not be reserved exclusively for exhibition or display purposes
- E. No money or goods may be exchanged in the course of meeting room use and no fees may be charged for attending the meeting
- F. No solicitation for future sales is permitted without prior approval by library administration
- G. Reservations may start no less than 30 minutes before the library's closing time
- H. Meeting/study rooms may be reserved for a maximum of three (3) hours unless prearranged; extensions may be permitted upon request if space is available
- I. An individual or group may have up to three reservations scheduled at a time
- J. Smaller groups may be asked to move into smaller rooms to accommodate a larger group
- K. The library staff is not able to serve as a point of information for patrons with questions regarding meetings other than providing directions to a meeting
- L. The North Liberty Recreation Department, ph. 319-626-5716, has fee-based meeting space available for for-profit purposes

III. User Responsibilities

- A. Any materials promoting an event or meeting held in a library meeting room (for example, flyers or poster) may list the Library as the location but may not imply Library sponsorship, unless pre-arranged as a co-sponsored event with the library
- B. Library property stored in the meeting rooms, including chairs, shall not be removed or transferred to other areas without prior approval from staff
- C. Reservations will be held for fifteen minutes after the beginning of the session reservation and will be cancelled if the individual or group does not check in for the reservation in that time frame
- D. Set up and arrangement of chairs and tables and tear down to leave the room in its standard arrangement (see image on meeting room doors) are the responsibility of the user.
- E. Refreshments are welcome. After a meeting, the user should clean tables and floor as needed and dispose of any trash containing food or beverage products in the outdoor trash

receptacles behind the recreation department before leaving. Groups may request a large trash receptacle from library staff if needed. Food waste should not be left in meeting room trash bins.

- F. Users should check out with library staff to secure the space.
- G. Music or other audio should be limited in volume as to not disturb other library users.
- H. Meetings will not generally be scheduled before or after library hours
- I. Group representatives may not enter library building or other meeting rooms, nor will deliveries be accepted, before regular library hours
- J. For larger meetings, presenters should direct attendees to park away from the main library doors (west entrance)
- K. Individual placing the reservation request is responsible for all reasonable repair or replacement cost for damage to the facility space, fixtures, or equipment utilized during the reservation

IV. Non-qualifying Meeting Room Uses

- A. Political campaign purposes (political forums and listening posts are permitted)
- B. Weddings, showers, reunions or individual/private parties, banquets
- C. Commercial use where personal or business profits are the chief aim of the meeting
- D. Selling or fund-raising is prohibited in the library's meeting rooms and lobby except for events that benefit the library

Please note:

The North Liberty Library does not discriminate or condone discrimination against any person on the basis of race, religion, sex, sexual orientation, gender identity, housing status, ability or ethnicity. Granting permission for meeting rooms does not constitute endorsement of any group's, or affiliated groups', viewpoints. Iowa's Civil Rights laws forbid discrimination on the basis of race, sex, sexual orientation, gender identity, national origin, religion, or disability.

Terms of use may not apply to library or City of North Liberty events. External advance reservations will not be cancelled without prior notification of at least six weeks.

The library reserves the right to refuse use of the rooms to individuals or groups who do not adhere to library policies or meeting room terms of use or are disruptive to normal library operations.

The library director or designee shall have final authority regarding use of library meeting rooms.