

### 3.8 Meeting Room Policy

The Library's Meeting Room is designed primarily to meet the operational needs of the Library to provide accommodations for educational, informational, cultural, and civic functions of the Fort Dodge Community.

1. Meeting Room use is intended for informational, cultural, educational and civic purposes in the following order of priority:
  - A. Programs or meetings sponsored or co-sponsored by the Library.
  - B. Library related meetings and programs, including the Friends of the Library, W. H. Johnston foundation, and library organizations, such as the North Central Library Service Area or the Webster County Library Association.
  - C. ICN use will be allowed on a first come, first served basis. Fees will be assessed for its use ONLY if charges are assessed to the Library.
  - D. Non-profit educational, informational, cultural or civic groups and organizations and local governments serving the city may use this room without charge (with prior approval).
  - E. A fee of \$25 will be assessed for every four (4) hours of Meeting Room use for any other group.
2. The general public must be eligible to attend, without charge, all meetings held in the Meeting Room. Nothing may be sold in the Meeting Room without prior approval of the Library Director.
3. Each organization shall be expected to see that its members and guests conform to standards of good behavior and all library behavior policies. The organization shall leave the room in order and must agree to be financially responsible for any damage to Library property. Misconduct, rowdy behavior or damage to Library property will be grounds to refuse meeting space to the organization, at the discretion of the Library Director, and will be just cause for the immediate termination of the meeting or event.
4. Permission to use a Meeting Room does not constitute an endorsement of a group's policies or beliefs.
5. Facilities Available:
  - A. Meeting Room—seating for up to 100 auditorium style or 60 at tables; mini-kitchen with sink and refrigerator, and projection screen.
  - B. Groups using the facilities may not exceed these limits.
  - C. Conference Room—Seating for up to 10-12.
6. Application for Use and Reservation Procedures (See Appendix A.6.1):
  - A. Reservations must be made on the Fort Dodge Public Library Meeting Room Application and Agreement. Groups will be booked in order of priority (See #1 above) and then by date the application is received (with

payment). Reservation forms are available in the Administrative Offices Monday-Friday 9:00 am – 5:00 pm. Questions or further information may be directed to the Library's Administrative Assistant at (515) 573-8167 ext. 232.

- B. An application must be submitted at least 7 days in advance of the meeting. Payment for use must be made prior to the meeting time, preferably when the application is submitted to the Library. The Meeting Room may be reserved up to six months in advance. Monthly meetings may be reserved three months at a time. A separate application must be completed for each date.
  - C. No group may use the Meeting Room more than two days per month with the exception of Library or Library related programs.
  - D. The application must be completed by an adult 18 years of age or older having a valid library card or driver's license. The person submitting the application will be the contact person. The name and phone number of the contact person will be given to individuals who request them for information about the meeting.
  - E. Authorization to provide food and/or beverages must be approved in advance as part of the reservation process.
  - F. Activities are restricted to non-physical activities permitted by the Library's insurance carrier.
  - G. Except for Library or Library related programs, the Meeting Room may not be used for social gatherings, such as receptions, showers, birthday parties, dances, etc. or for fund raising or money-making purposes such as bake sales or presentations of products or services.
  - H. The Library reserves the right to refuse the use of the Meeting Room to any group or individual for any activity deemed unsuitable for the Library's facilities or which may interfere with the ordinary functions and activities of the Library and which may cause excessive noise, safety hazards and/or threat to public health, safety and property.
  - I. The Library reserves the right to cancel any reservation due to unforeseen circumstances. The Library may also cancel a reservation if Library policies or procedures are violated. In the event the Library cancels a reservation, any fee rendered will be returned.
  - J. Meetings canceled by an individual or group at least 7 days before the meeting will receive a full refund. No refund will be given for meetings canceled with less than 7 days notice. Notice must be given to the Library Director, Assistant Director, or Administrative Assistant.
  - K. A person or group denied permission to use the Meeting Room may appeal such denial at the next regularly scheduled meeting of the Library Board of Trustees. The appeal must be submitted in writing to the Library Director a week prior to the Board meeting.
7. Use of Facility:
- A. Meetings shall be held during regular Library hours and rooms cleared at least 15 minutes prior to closing time.

- B. Groups are responsible for setting up the Meeting Room with the chair and table arrangement desired. Groups are responsible for leaving the room in order. A group using the Meeting Room assumes liability for any damage to the building, furnishings or equipment and will be assessed for any necessary repairs.
  - C. Refreshments (such as coffee, rolls, etc.) may be served, but may not be taken out of the Meeting Room.
  - D. Prior to the meeting occurring the contact person will check in at the Circulation Desk in the Library. Staff will unlock the Meeting Room door. When the meeting is over the contact person will inform the Circulation staff and complete an attendance form.
  - E. Instruction on use of any equipment in the Meeting Room must be made in advance by appointment through the Administrative Office.
  - F. Equipment, supplies, or personal effects cannot be stored or left in the Library before or after use of the Room.
  - G. A pay telephone is provided in the Library lobby for public use.
8. Restrictions
- A. No admission charges, collections, tuition, sales (except for regular club dues) or other money raising activities are permitted, except those sponsored by the Library or Library related groups. Groups may charge attendees for the actual costs of materials used in a program, such as handouts, supplies, etc.
  - B. Minors may use the Room with adult supervision (at least one adults per 10 children) who will assume complete responsibility for the activities in and condition of the premises.
  - C. Small children of attendees may not be left unattended during meetings. (See Unattended Children's Policy, Section 3.6)
  - D. All meetings, programs, or events held in the Meeting Room must be open to the public and the organization is responsible for compliance with the Americans with Disabilities Act (ADA). ADA compliance requires that any publicity announcing a meeting or program must contain a public notice accommodation statement such as: ***Individuals with disabilities who plan to attend (group) meeting and who require certain accommodations to participate are requested to call (insert name and number) one week in advance of the meeting date.***
  - E. Library staff are not responsible for setup for a group.
  - F. Neither the name, address, or telephone of the Library may be used as the address or headquarters for any group using the Library for meeting purposes except the Friends of the Library and the W. H. Johnston Foundation.
  - G. Smoking or use of tobacco is not permitted within the Meeting Room or the Library facility by state law.
  - H. Candles, kerosene lamps, or other flammable lighting devices may not be used in the Meeting Room.

9. The Library Board of Trustees will review the Meeting Room Policy and regulations periodically and reserves the right to amend them at any time.

Approved 1/24/01  
Rev. 10/27/03