

Meeting 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 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 :

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.
4. For-profit entities and private parties will be charged \$35.00 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. Each organization must have the signed form with a member accepting responsibility for the facilities on file before using the room.
4. 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.
5. Meetings must start during regular library hours and be finished 15 minutes prior to the closing of the library.

Fees:

- The library will bill for loss or damage of library property and cleaning expenses.
- The meeting room is available at no cost to educational, cultural or civic meetings or programs of area non-profit organizations, with the understanding that the meetings are also free of charge.
- Tutoring, studying, test taking, and court directed parent/child visitation sessions can be scheduled at no cost.
- Business organizations and private parties may use the room (meetings with clients, staff training, and job recruitment) at the rate of \$35 per meeting, not to exceed 4 hours.
- Failure to leave the meeting room before the library closes will be a \$25.00 fee.

Restrictions:

- 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.



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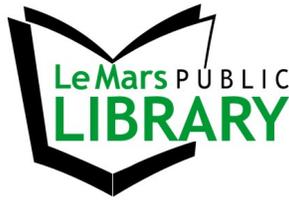
- The library's address or phone number may not be used as the contact information for the entity using the meeting room.
- Cancellations should be made as early as possible. The organization is responsible for notifying members of schedule changes.
- The Library reserves the right to right to revoke 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.
- 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 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 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.
- 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 is not responsible for the loss or damage of private property or for any accidents that may occur.
- 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.

Seating capacity:

Up to 35 people with tables and chairs (recommended).

Room Set Up:

- Room setup is the responsibility of each group even if an organization is paying to use the room.
- The room should be left as neatly as found.
- Please request extra trash bags, etc. to facilitate clean-up.
- Requests for equipment must be made when reserving the room.



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Food/Beverage:

- Food and non-alcoholic beverages are allowed.
- Organizations are responsible for bringing all food and dishes, as well as clean up of the kitchen area.
- Coffee pots maybe available to use, please ask in advance.
- Coffee for pots, cups, etc. and clean-up 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.

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

Equipment :



Meeting Room Policy Responsibility for Meeting Room Use

This form will be kept on file for one year.

- As a represented of the group listed below, I agree that use of meeting room is in accordance with the policy.
- As a represented of the group listed below, I agree to be responsible and insure that no property is damaged and that behavior is not disruptive to others.
- As a represented of the group 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 Policy for Le Mars Public Library" and agree to the provisions.
- I, or member of our group, agrees to report the meeting attendance number to the front desk to facilitate accurate statistics.

Organization/group _____

Individual representative _____

Address _____

Phone Number _____

Date signed _____

Please indicate equipment needed when booking the meeting room.

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

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

Failure to leave the meeting 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