

# Washington Public Library Meeting Room Policy

Approved by the Washington Free Public Library Board of Trustees 03/08/18

*In the spirit of providing a public forum to the community, the Library offers access to 2 meeting rooms, a conference room, and a workroom. Library meeting rooms are made available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.*

## Guidelines for Use

Meeting rooms at the Washington Public Library are intended for informational, educational, and cultural purposes.

**Commercial Groups & Activities:** Meeting rooms are not available for the sale of merchandise, for solicitation of later sales, or for order placement, except by the Library or non-profit groups. Non-profit groups engaged in such commercial activities or those charging for events, along with all commercial groups, will be charged the rental costs listed below.

**Endorsement:** Use of the Library meeting rooms does not imply endorsement by the Library, Library staff or Trustees of the viewpoints presented. Meeting room users agree not to imply any such endorsement in promotions leading up to the event or during the event.

**Performances:** Performances (musical, theatrical, etc.) must receive prior permission from the Library Director and must not be disruptive to normal Library operations.

**Political Groups:** Forums or informational meetings for potential elected officials, or for political parties, are allowed. Fundraising of any kind is expressly prohibited.

## Facilities

Meeting room users agree to: (1) leave the room in the same condition as found, including leaving the tables and chairs arranged according to the posted arrangement; (2) clean up all trash and litter prior to leaving; (3) be responsible for any damage done to the property, furniture or equipment; (4) ensure compliance with all rules, regulations of the Library, and all laws of the city. The signer of the Meeting Room contract is responsible for compliance of the contract by all event attendees.

**Damage:** All groups must take reasonable precautions to avoid damage of equipment, furnishings, flooring, and other Library property. The Library reserves the right to require a damage deposit from users. Any broken or damaged materials and furnishings must be replaced by the signer of the contract or his/her affiliated group, or a replacement fee will be assessed. A \$35 fee will be assessed to the signer of the contract if trash is not cleared from the room at the end of its use. The above described fees are not to be construed as a limit of liability for damages. The City of Washington and its agents may take any legal action necessary to recover damages.

**Food:** If food is to be served, users will serve as much as possible from the kitchenette. All serving dishes from caterers are to be removed immediately following the event, or Library staff must be notified of when serving items will be picked up. Food cannot be served outside the meeting rooms.

**Noise Levels:** The meeting rooms are provided as a community service, but our primary mission is as a public library. Users are asked to be considerate of patrons who may be trying to work or study and keep voices to a reasonable level. Meeting room doors should be closed once the meeting has started.

**Parking:** Parking places next to the Library are to be reserved for patrons, and parking places in front of downtown businesses are to be reserved for customers. This is especially important for all-day events. Parking is

available alongside Central Park and just off the main square. A parking map is available at the Library and on the Library's website.

**Smoking/Alcohol:** Smoking & alcohol are prohibited. NO exceptions.

**Staff Assistance**

Users are expected to set up before and tear down after any event. No Library staff time will be used to help set up for a non-Library event without prior arrangement. Users should plan to come early for set up and stay late for tear down, and this will be built into the reservation time.

**Equipment:** Staff members are available to help users with Library equipment, but make no guarantees that outside equipment will connect to Library equipment. Users should come early to test all system connections.

**Furniture:** Users must ask Library staff before moving tables or chairs from other parts of the Library.

**Scheduling**

Reservations can be made in-person during normal Library hours or by phone (#319-653-2726) or email: [admin@washington.lib.ia.us](mailto:admin@washington.lib.ia.us). Although the room(s) will be considered reserved, access to the room(s) will only be granted after receipt of any required fee and a signed contract.

**Available Hours:** If the use of the meeting rooms is to extend beyond regular business hours, notice must be given to the Library staff prior to the beginning of the meeting and arrangements made between the staff and the users of the room to ensure the security of the building. Access to the meeting rooms at a time when staff are not scheduled will not be granted, with the exception of Library programs, music recitals, and City of Washington meetings.

**Cancellations:** Cancellations must be made at least 24 hours in advance of the meeting, or all fees paid will be forfeited. The Library reserves the right to limit reservations from groups who have 2 no-shows in the past year.

**Priorities:** Meeting rooms will be scheduled according to the following priority list: (1) Library programs and activities, (2) Local Government programs and activities, (3) Non-Profit Groups, (4) Commercial Groups. Meeting rooms are then available on a first-come first-served basis for individuals.

**Reservation Limits:** Rooms can be reserved no more than 9 hours per month without special approval of the Director. Rooms can be reserved no more than 6 months in advance, or 3 months for recurring events.

**Room Information & Costs (for Commercial groups & Non-profit groups engaged in commercial activities):**

Room Reserved	Up to 4 Hours	All Day	Max Occ.* Chairs/Tables & Chairs
Washington State Bank Room	\$40	\$75	45/40
Nicola Stoufer Room	\$40	\$75	80/55
-- Combined	\$80	\$150	125/95
Kitchenette (attached to N-S Room)	\$20	\$25	n.a.
ReBook Room (available for meetings 8 a.m.-3 p.m. & 6-8 p.m.)	\$20	\$25	49/26
Wolf Conference Room	\$25	\$30	15

*\*These are figures given to us by our Fire Marshall. Depending on the use and configuration of tables, the room(s) may not fit this many people comfortably. Users are asked to visit the room(s) ahead of time. The Library owns 15 tables (dimensions: 5'x2½') and 88 chairs that can be used for events.*

## WASHINGTON PUBLIC LIBRARY MEETING ROOM CONTRACT

Please read the Washington Public Library Meeting Room Policy before filling out this contract, as you are agreeing to the policy when you sign. This contract may be submitted in person, by mail (115 W. Washington. St., Washington, IA 52353), by fax to 319-653-3095, or by email attachment to admin@washington.lib.ia.us.

**Access:** Access to the reserved room(s) will only be granted after receipt of any required fee and this signed contract. Rental costs can be mailed to the library or dropped off on the day of the event.

**Cancellations:** Cancellations must be made at least 24 hours in advance of the meeting, or all fees paid will be forfeited. The Library reserves the right to limit reservations from groups who have 2 no-shows in the past year.

**Cleaning:** A \$35 fee will be assessed to the signer of this contract if trash is not cleared from the room.

**Meeting room users agree to:** (1) leave the room in the same condition as found, including leaving the tables and chairs arranged according to the posted arrangement; (2) clean up all trash and litter prior to leaving; (3) be responsible for any damage done to the property, furniture or equipment; (4) ensure compliance with all rules, regulations of the Library, and all laws of the city. The signer of the Meeting Room contract is responsible for compliance of the contract by all event attendees.

**I have read the Meeting Room Policy and agree to abide by it:**

Meeting Number	Print Name of Responsible Party	Signature of Responsibility Party	Date
1			
2			
3			
4			
5			

*NOTE: After 5 meetings, a new contract will have to be filled out.*

On behalf of (Group/Organization Name): \_\_\_\_\_

Contact Address: \_\_\_\_\_  
Address City State Zip

Contact Phone Number: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Please check one:     Gov't Entity     Non-Profit     Political     Business     Individual

If a Non-Profit, will you be engaging in commercial activities (charging tuition, charging for admission, sales, fundraising, etc.)?:     Yes     No

**Rental Costs for Commercial groups & Non-profit groups engaged in commercial activities (Please Circle):**

Room Name	Up to 4 Hours	All Day	Room Name	Up to 4 Hours	All Day
State Bank	\$40	\$75	Kitchenette	\$20	\$25
Nicola-Stoufer	\$40	\$75	ReBook Room	\$20	\$25
--Combined	\$80	\$150	Wolf Conference	\$25	\$30

*If you would like to give a donation for use of the room, it would be most welcome!*