

# Public Meeting Room Policy

## Washington Public Library

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.

1. **Guidelines for Use:** Meeting rooms at the Washington Public Library are intended for informational, educational, and cultural purposes.

- a. **Commercial Groups & Activities:** Meeting rooms are not available to commercial entities for the sale of merchandise, for solicitation of later sales, or for order placement. Commercial groups not engaged in sales activity as the purpose of their room use may reserve the room and will be charged the rental costs listed below.
- b. **Nonprofit Groups:** Nonprofit groups or informal associations or clubs may generally use the meeting room at no cost, though if sales of good/services are to occur, or if there is a cost for attendance at the event, these groups will be charged the rental costs listed below.
- c. **Endorsement:** Use of the Library's 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.
- d. **Performances:** Performances (musical, theatrical, etc.) must receive prior permission from the Library Director and must not be disruptive to normal Library operations.
- e. **Political Groups:** Forums or informational meetings for potential elected officials, or for political parties, are allowed. Fundraising for political campaigns of any kind is expressly prohibited.
- f. **Meeting Room Contract:** All users will be required to complete and sign the Library Meeting Room Contract prior to use of the room.
- g. **Public vs. Private meetings:** Meeting room contract holders may restrict attendance to their meeting to only members of their particular group or organization; however, they acknowledge that library staff may enter the area at any time to ensure that terms of use are being adhered to.
- h.

2. **Terms of Use:** 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.

- a. **Damage:** All groups must take reasonable precautions to avoid damage of equipment, furnishings, flooring, and other Library property. The Library

reserves the right to charge a \$35 carpet cleaning fee from users if floors are soiled or stained. 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.

- b. **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. The kitchenette will be part of use of the room at a fee of \$20. (see 4.e.)
- c. **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.
- d. **Smoking/Vaping/Alcohol:** Smoking, vaping, and alcohol are prohibited. NO exceptions.
- e. **Library Rules of Conduct:** Meeting room users agree to ensure that their attendees are abiding by **Library Rules of Conduct**.

3. **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.

- a. **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. If use of Library equipment is requested, it will not be set up until the meeting organizer checks in to request the equipment.
- b. **Furniture:** Users must ask Library staff before moving tables or chairs from other parts of the library.

4. **Scheduling:** Reservations can be made in-person during normal Library hours or by phone (#319-653-2726. 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.

- a. **Available Hours:** Access to the meeting rooms at a time when staff are not scheduled will generally not be granted, with the exception of Library programs. If the use of the meeting rooms is to extend slightly (10-15 minutes) 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.

- b. **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.
- c. **Priorities:** Library and local government programs take priority over other groups. Advance reservations from other groups will not be cancelled for library/local government use unless prior notification of 30 days can be given.
- d. **Reservation Limits:** Rooms can be reserved no more than 9 hours per month without special approval of the Director. Rooms cannot be reserved for more than 6 months in advance, or for more than 3 months at a time for recurring events without special approval of the Director.

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

- a. Washington State Bank Room: Up to four (4) hours: \$40; All day: \$75
- b. Nicola Stoufer Room: Up to four (4) hours: \$40; All day: \$75
- c. Washington State Bank Room & Nicola Stoufer Room (combined): Up to four (4) hours: \$80; All day: \$150
- d. Kitchenette (attached to N-S Room): Up to four (4) hours: \$20; All day: \$25
- e. Wolf Conference Room: Up to one (1) hour: \$10; Up to four (4) hours: \$25; All day: \$30

6. **Maximum occupancy limits:**

- a. Washington State Bank Room: Chairs only: 45; Tables & chairs: 40
- b. Nicola Stoufer Room: Chairs only: 80; Tables & chairs: 55
- c. Washington State Bank Room & Nicola Stoufer Room (combined): Chairs only: 125; Tables & chairs: 95
- d. Conference Room: 15

7. A list of equipment offered will be provided upon request.