

Guttenberg Public Library Meeting Room Policy

When not in use for library-sponsored activities and programs, the Guttenberg Public library welcomes the use of the meeting room by the public. The use of the library meeting room does not constitute an endorsement of the group's policies or beliefs.

Guidelines for Use

Individuals using the meeting room must comply with all library policies.

Fees:

- The meeting room rate is \$15.00 per day.
- The meeting room is available at no cost to nonprofit and organized community groups.
- Business organizations, fee-based services and private parties (such as showers, birthday parties, or other such groups) may use the meeting room for \$15.00 per day.
- The charge for a lost set of library keys will be \$100.00.
- The library reserves the right to assess a \$25.00 cleaning or labor charge if necessary.

Reservations:

- The meeting room will be available from 8:00 AM-11:00 PM. Arrangements must be made ahead of time to pick up the key if the meeting will be held outside normal library hours.
- Reservations are made on a first come, first serve basis and can be made in person, by e-email or over the phone.
- To reserve the meeting room, the person must be 18 years of age or older. If the room is being used for educational studying or test-taking, the person in charge must be 16 years of age or older. Meeting room use is subject to Iowa Code Section 712.2.
- The person making the reservation must complete a request form. The person signing the reservation form will be held responsible for problems or costs resulting from the specified use.
- If a group is using the meeting room outside of normal library hours, they may pick up the key two days prior to the event.
- Prompt notifications of cancellation of a meeting is required. Fees are refundable provided the library is given at least 24 hours noticed of the meeting's cancellation.
- Those using the meeting room are responsible for supervising children in the meeting room and the main library
- Attendance at the meeting is to be limited to 30 persons. Room capacity is governed by Fire Code regulations.

Setup and Use:

- Groups are responsible for their own set-up and take-down. The meeting room must be left in a clean state, ready for the next group.
- Groups using the meeting room outside of library hours assume responsibility of the security of the building.

Adopted by the Library Board of Trustees 12/1992, Reviewed 12/1999, Revised 6/5/2002, Revised 9/24/2002, Reviewed 5/24/2005, Revised 10/28/2008, Revised 2/22/2011, Revised 1/22/2013, Revised 6/25/2013, Revised 12/23/2013, Revised 3/27/2018, Revised 12/27/2018, Revised 3/29/2021

- If using the meeting room outside of library hours, the room key, reservation form, and checklist should be deposited in the outdoor book drop.
- There will be no hazardous materials or open flames, such as candles, permitted.
- Alcohol and tobacco are not permitted on library premises.
- Groups using the kitchenette must furnish their own supplies such as eating utensils, coffee, sugar, napkins, etc.
- There will be no storage of equipment or records belonging to the group in the meeting room.
- Use of materials or decorations on painted walls or ceilings is prohibited. Cork strips and tacks are provided to hang up items. Do not poke holes in or hang items on the sound panel material.

Meeting Room During Infectious Disease or Other Emergency situations

The meeting room may be closed by the library director and the library board due to health concerns or emergency situation.

The library board and library board director will decide on when the room will reopen.

Guidelines for Reopening the Meeting Room

- **Phase 1: Meeting Room Closed**
 - Room will be used for storage of library games, toys, and furniture
 - Books that need to be cleaned and quarantine will be placed on the meeting room tables for an appropriate number of days
- **Phase 2: Limited People May Use the Meeting Room**
 - Small groups of under 15 people may use the room for 4 hours or less meetings
 - 2 large tables and 15 chairs will be provided for use
 - Sanitizing wipes will be left in the room for meeting attendees to wipe down surfaces
 - Kitchenette will not be available to meeting room users
 - Books and other library materials may still be in quarantine in the meeting room but will remain off limits to those using the meeting room
- **Phase 3: Meeting Room Returns to Normal**
 - 30 persons or less will be allowed in the meeting
 - All tables and chairs will be available
 - Library materials such as toys, furniture and books will no longer be placed in the meeting room
 - Kitchenette will be available

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