

## Meeting Room Use Policy

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The Urbandale Public Library welcomes public use of its meeting rooms. Meeting rooms may be used for civic, community, cultural, or educational purposes. Rooms may not be used for parties or other social activities.

### Fees

- Nonprofit entities may use the meeting rooms free of charge.
- For-profit entities are charged a \$25.00 per hour fee.

### Reservations

- A Library card is not required to reserve a meeting room.
- A meeting room reservation request must be submitted at least three days prior to use. An email notification is issued within three business days confirming or denying a reservation.
- Meeting rooms may be reserved for any day the Library is open. Rooms are available:

| Room             | Monday - Thursday     | Friday - Saturday     | Sunday                |
|------------------|-----------------------|-----------------------|-----------------------|
| Meeting Room A/B | 9:00 a.m. - 9:30 p.m. | 9:00 a.m. - 6:00 p.m. | 1:00 p.m. - 5:00 p.m. |
| Meeting Room A   | 9:00 a.m. - 9:30 p.m. | 9:00 a.m. - 6:00 p.m. | 1:00 p.m. - 5:00 p.m. |
| Meeting Room B   | 9:00 a.m. - 9:30 p.m. | 9:00 a.m. - 6:00 p.m. | 1:00 p.m. - 5:00 p.m. |
| Conference Room  | 9:00 a.m. - 9:00 p.m. | 9:00 a.m. - 6:00 p.m. | 1:00 p.m. - 5:00 p.m. |

\* For-profit entities may not reserve meeting rooms for weekdays after 5:00 p.m. or for weekends.

\* Urbandale Community School District may reserve meeting rooms for weekdays before 9:00 a.m.

- A meeting room reservation request may be made:

| Meeting Date         | Online Reservations Accepted | Phone, Email, and In Person Reservations Accepted |
|----------------------|------------------------------|---|
| January 1 - June 30  | October 31 – June 30         | November 1 – June 30                              |
| July 1 - December 31 | April 30 – December 31       | May 1 – December 31                               |

- No more than two reservations per month, per individual or group, are allowed.
- The Library must be notified one week in advance if a reservation is cancelled.
- The Library reserves the right to reassign or cancel a reservation.

### Guidelines

- Library policies and applicable federal, state, and local laws are to be obeyed and the operation of the Library is not to be disrupted.
- Meetings must be free of charge.
- Collecting money, soliciting orders for goods or services, or engaging in other profit making enterprises is prohibited. Exceptions may be made for college courses provided fees are not collected on Library property.
- The name, address, email, and phone number of the person who will serve as a contact and be responsible for the condition of the meeting room must be provided and updated when necessary. Contact information is made available to the public.

- Individuals under 18 years of age must have a parent or guardian co-sign the application and adult supervision must be provided during use.
- Fire code occupancy limits must be observed:
  - meeting room A/B – 82 individuals
  - meeting room A – 41 individuals
  - meeting room B – 41 individuals
  - conference room – 15 individuals
- Wi-Fi access is available. The Library's Computer Use Policy governs use of this service. A connection to the Internet or a specific site is not guaranteed.
- A valid Library card is required to use Library equipment.
- Food and non-alcoholic beverages are allowed but must be kept in the meeting room.
- Tables and chairs may be arranged to suit the needs of the user but must be returned to the standard arrangement.
- Meeting rooms must be left in an orderly condition with all personal property removed, trash placed in receptacles, and tabletops cleaned.
- The Library will bill for loss or damage of Library property, if more than routine cleaning is necessary, or if tables and chairs are not returned to the standard arrangement.
- Lighted candles are not permitted.
- Privacy is not guaranteed. Meeting rooms are not sound proof.
- The Library's address or telephone number may not be used as the address or telephone number of another entity using a meeting room.
- Promotional materials may not state or imply Library sponsorship and may only be distributed or displayed in the meeting room.
- Attachments to interior surfaces are not allowed except on the provided display rails or white boards.
- The Library is not responsible for the loss or damage of private property or for any accidents or injuries that may occur.
- The meeting room is available on an equitable basis regardless of the activities, affiliations, beliefs, or policies of the individual, group, or organization requesting use. Permission to use the meeting room does not constitute Library endorsement.
- If a question or objection is raised regarding use of the meeting room, the Library Board of Trustees is the final authority in granting or refusing permission.
- Provisions of this policy may be amended for Library or City of Urbandale purposes.

Failure to comply may result in the suspension of meeting room privileges. A multi-step disciplinary process outlined in the Library's Suspension of Privileges policy is followed. The Library reserves the right to advance the process if behavior warrants.

Adopted by the Urbandale Public Library Board of Trustees, April 27, 2015

Revised October 24, 2016