



Bettendorf Public Library Information Center

Meeting and Study Rooms Policy

Purpose

The Bettendorf Public Library and Information Center provides public access to its meeting rooms, study and conference areas for use by individuals, community groups, and organizations to further the Library's vision statement in providing "social, educational, and cultural activities experienced within inviting gathering spaces."

This policy is not all-inclusive. Meeting requests that do not clearly fall into categories or situations as outlined in this document will be reviewed by Library Administration. Should the Library receive complaints regarding a group/organization/individual's use of the Library's public meeting spaces, the Library Board shall be the final authority in granting or refusing permission to utilize the space. Use of the Library's public meeting spaces does not imply sponsorship or endorsement of user or users' beliefs by the Bettendorf Public Library.

Scheduling and Use Priorities

1. Elections (the Bettendorf Public Library is a designated polling place)
2. Library meetings, programs, including activities of Friends of the Bettendorf Library and the Bettendorf Library Foundation.
3. City of Bettendorf meetings, programs, and activities
4. General public

Guidelines for Meeting Room Use

- The library's meeting rooms are generally available for educational, informational or cultural meetings and activities during normal operating hours, with the exception of Sundays. All meetings are considered open to the public, and doors must remain unlocked during use.
- Meeting room use fees must be paid in advance, or at the start of the meeting at the Library's service desk. *See Exhibit A—Meeting Room Charges and Fees*
- Individuals must be at least 18 years or older to reserve meeting rooms or an adult (18 yrs. Or older) must co-sign the application and provide adult supervision during the meeting time.
- Regular office hours, private personal parties or events are prohibited. For-Profit groups may use the space for general meetings/trainings or informational forums only.
- Use of the Library or City's logo, contact information, or branding to indicate sponsorship is strictly prohibited.
- Admission fees, donations, or other fees may not be charged or solicited. Commercial activities such as selling merchandise, soliciting sales, placing orders, exchanging monies is strictly prohibited unless part of a library, Friends, or Foundation event and is pre-approved by the Library Director.
- Reservation times are firm, and should include any clean-up/set-up time. Furniture must be returned to original placement, as outlined in the diagram at each meeting room entrance. Advanced set-up/teardown services for the Bettendorf, Gilbert, and Lilienthal room can be arranged for a fee, and must be requested at the time of reservation. *See Exhibit A—Meeting Room Charges and Fees*



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- Requests to utilize meeting rooms before operating hours will be reviewed on a case-by-case basis by Library Administration, and only considered for requests that take place Mondays-Thursdays. Acceptance will depend on the availability of Library Staff. Requests to use meeting rooms before operating hours must be made at least two weeks in advance.
 - *Mondays-Thursday evenings only*: meetings may continue past 8pm when the main library closes, but attendees are asked to leave the building no later than 8:30pm (exception: when the library is a polling location for elections). Groups who fail to vacate the building in a timely manner may lose future meeting room privileges.
- Library audiovisual equipment is available for use in all meeting rooms for a fee (*See Exhibit A—Meeting Room Charges and Fees*). If AV is required, it must be indicated at the time the room is booked. Library staff can assist in troubleshooting of Library-owned AV only, not personal devices or equipment. See Library Staff for a full list of available equipment and fees for use.
 - Individuals or groups planning to utilize the Library's AV equipment are welcome and encouraged to schedule an appointment in advance of their scheduled meeting with staff to preview meeting area sound/technology accommodations OR test personal devices with library space/equipment.
- No public exhibitions, displays, or signage are permitted without approval of Library Administration. This includes directional signage posted outside meeting room doors or in the Library's lobby.
- Meeting Rooms may be scheduled at 90 day intervals and up to 90 days in advance.

Guidelines for Study & Conference Room Use

- Library study rooms and conference rooms are available for use by individuals or small groups during normal operating hours.
- Admission fees, donations, or other fees may not be charged or solicited. Commercial activities such as selling merchandise, soliciting sales, placing orders, exchanging monies is strictly prohibited.
- Conference rooms may be reserved up to 2 business days in advance. Walk-in appointments are accepted based on availability.
- Study rooms are generally provided on a first come, first serve basis. Library staff reserves the right to impose time limits on use of study rooms if there is significant demand and limited space available.

Conduct and Liability

The Bettendorf Public Library Board of Trustees, Library staff, or the City of Bettendorf are not responsible for accidents, injury, or loss of property while using the Library's meeting, conference, and study areas.

Conduct within library meeting, conference, and study rooms is maintained with established library policy. See *Rules of Conduct Policy*. Violations of any part of this policy may be considered grounds for loss of future meeting/conference/study area privileges.



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Approved by the Bettendorf Public Library Board of Trustees

Reviewed 1/88

Revised 10/93, 1/97, 8/97, 11/97, 10/99, 4/00, 4/02, 5/02

Reviewed 11/05

Revised 8/06, 11/08, 12/10, 10/14, 12/14,

12/16, 2/17, 10/19, 12/19, 9/21, 8/22

Exhibit A—Meeting Room Charges and Fees

Fees must be paid in advance, or at the start of each meeting. Billing services are not available.

1. No charge for use:
 - a. Departments of the City of Bettendorf
 - b. Friends of the Library and The Bettendorf Library Foundation
 - c. Iowa Caucuses and state/county/city polling
2. Non-profit groups: \$5.00 per meeting, per room or section
3. For-profit groups: \$40.00 per hour, per room or section
4. Extended reservation time (Monday-Thursdays only): an additional \$50.00 per hour
 - a. Staff overtime costs may be additionally billed, as agreed in advance of the event.
5. Audio/Visual Equipment: \$5.00 per meeting, per item. See Library Staff for a list of items available for use.
6. Damaged/Missing Equipment: Charges vary.
7. Meeting Room setup and teardown: Users anticipating assistance with Charges to room setup may:
 - a. Change the room setup and return to prior setup during the time of the reservation
 - b. Requests for library staff to complete set-up and tear down for meetings can be made at the time of reservation or at least two-weeks prior to meeting. Fees for this assistance are \$20.00 per hour per room. Requests for set-up/tear-down are based on maintenance staff availability and are not guaranteed.
 - c. Meeting Room setup and teardown service is only available for the Bettendorf, Gilbert, and Lilienthal rooms.

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