



Meeting Room Policy

I. Introduction and Purpose

- The Library's meeting rooms are intended to provide space for library programs and events, to fulfill the Library's role as a community center where the public can attend educational, civic, cultural and recreational events to champion the principles of intellectual freedom by providing a forum for the free exchange of ideas subject to the rules outlined below.
- The Hiawatha Public Library supports and endorses the American Library Association's Library Bill of Rights, which states:

"A person's right to use a library should not be denied or abridged because of origin, age, background, or views."

"Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

- The fact that an organization is permitted to meet at the library does not constitute an endorsement of the organization's beliefs by the library, staff, or Board of Trustees.

II. Meeting Rooms

The Library provides large and small meeting spaces which include a community room that can be split by a movable wall:

1. Forrest Glenn Community Room (Entire Community Room)
2. Forrest Kramer Community Room (½ of the Community Room)
3. Glenn Schminke Community Room (½ of the Community Room)
4. Dick Olson Family Conference Room

5. Green State Credit Union Conference Room
6. Giacoletto Study Room
7. Jeanine McKenzie Study Room

III. Use and Users

The meeting rooms are designed for changing events and are open to diverse groups.

The Library cannot guarantee consistent weekly or monthly time slots for groups that wish to use Library spaces as their regular meeting place.

- A. Meeting rooms are available for any of the following *eligible* uses:
 - Hiawatha Public Library departmental services
 - Library-related groups
 - Departments of city and county government
 - Non-profit organizations (civic, cultural, educational, scientific) ^{**See Use Restrictions}
 - Business and professional organizations ^{**See Use Restrictions}
 - Individual meetings for the purpose of studying or discussion
 - Other uses as approved by the Hiawatha Public Library Board at a regularly scheduled board meeting

- B. Non-profit organizations:

Rooms are available at no charge to non-profit corporations (defined as those entities granted tax-exempt status by the IRS under section 501 (c) (3) or other tax exempt sections of the Internal Revenue Code), a *candidates' campaign committee* (as defined in Iowa Code §68A.102(5)), a *political committee* (as defined by Iowa Code §68A.102 (18)), a *non-profit citizen's group* that provides appropriate contact information, a *governmental subdivision*, or a *department/division/bureau of a governmental subdivision*. All non-profit meetings shall be open to the public and shall not be limited to the membership of the group or organization sponsoring the meeting.

C. For-profit organizations:

The Glenn Schminke and Forrest Kramer small Community Room spaces are available to for-profit groups (such as businesses or law offices) for a \$50.00 rental fee per use. This fee is \$100.00 for the entire Forrest Glenn Community Room space.

If a for-profit organization has paid the room deposit and the organization must cancel their booking, they may receive a refund for their deposit at the circulation desk. A minimum of 24 hours' notice prior to the scheduled reservation must be given in order to receive the deposit refund.

IV. Use Restrictions

- A. The library board neither approves nor disapproves of content, topics, subject matter, or points of view of groups using the meeting room. The room is not available for sectarian or religious services, private parties, or regularly scheduled meetings or classes.
- B. Music recitals and individual practice sessions are not permitted. Rooms may not be used for private functions, birthday and anniversary parties, weddings, funerals, or other personal celebrations.
- C. No admission fees may be charged or solicited. No donations of money or other property may be solicited or collected from the audience. No promotions or sales of services, products, merchandise, materials, or other items are allowed.
- D. No raffles, fundraising, commercial purposes, and contribution requests. Users shall not sell tickets, raffles, or any objects or solicit contributions from persons located anywhere in the library or on library property *except* in the cases of:
 - Sales of services, products, merchandise, materials or items or solicitations for donations authorized pursuant to a library-sponsored program or event, or on behalf of the HPL Friends of the Library
 - The sale of items by authors or artists at library sponsored or co-sponsored events
 - Events for which all proceeds are used for HPL programs or for the benefit of the library, provided that the library accepts the donation proceeds

V. Availability

- A. Meetings in the study rooms and conference rooms are available when the library is open.
- B. Meetings in the community rooms may be held outside library hours (no bookings are permitted between 12 a.m. and 8 a.m.) If a reservation is made during hours when the library is closed, it is the responsibility of the person booking the room to pick up an after-hours key prior to the meeting. A library card is required to check out an after-hours key. After the meeting, the key may be dropped in the book return slot in the library entryway.
- C. If the after-hours key is not returned within 3 business days a \$25.00 refundable charge will be placed on the library account until the key is returned to the front desk.

VI. Scheduling

Scheduling of rooms will be done on a first-come-first-served basis with library business, City of Hiawatha business, and library sponsored events having first priority. The library reserves the right to reschedule confirmed meeting room reservations to accommodate library sponsored programs and events. Cancellations for either the group or the library must be made 24 hours in advance of the meeting date.

A. Community Rooms

- Community Room reservations should include scheduled time for any necessary set up, break down, or cleanup.
- No person, group, or entity may make more than 1 Community Room reservation per month.
- Community Rooms will not be scheduled more than 1 month in advance.
- Community Room reservations can be made online for meetings lasting up to 4 hours. If a group or entity needs more than 4 hours in the space, they must contact the library via phone at (319) 393-1414 for consideration. All reservations of community rooms for times exceeding 4 hours will be approved at the discretion of library staff.

B. Study and Conference Rooms

- Study and Conference room reservations for individuals or groups are limited to 1 reservation at a time for up to 4 hours. If there are no scheduling conflicts, staff may allow more than hours for a reservation.
- Study and Conference rooms will not be scheduled more than 1 week in advance.
- If there are no reservations on the schedule for Study and Conference rooms at any given time, they may be used on a first-come, first-serve basis with staff approval.

VII. Equipment Requests

Requests for use of audio or visual equipment and any other equipment owned by the library must be made at the time the venue is scheduled. The library does not guarantee the availability of any equipment.

VIII. Safety

- A. No smoking, candles, matches, or any other use of fire shall be permitted in the meeting rooms.
- B. The Library prohibits the use of tobacco, alcohol, and the illicit use of controlled substances in all meeting rooms and on all library property.
- C. Users shall not permit persons to exceed room occupancy requirements.
- D. The Library Board of Trustees or the City of Hiawatha are not responsible for accidents, injury, or loss of individual property incurred by groups or individuals while using the meeting room.
- E. Users shall observe all rules for conduct and policies applicable to library patrons.

IX. Additional Use Guidelines

- A. Users shall not distribute personal or group literature, brochures, or other materials to library patrons outside of the meeting rooms. Users shall not leave printed materials on library property without prior approval of the Library Director or in accordance with library policy.

- B. No decorations or other materials may be attached or affixed to the walls, windows, doors, or other surfaces unless approved by the library. If such approval is granted, any such material must be removed at the close of the scheduled time.
- C. Refreshments may be served, but the rooms and kitchen are to be left in the condition they were found. This includes the furniture arrangements. Users must bring their own utensils and supplies. Groups must remove leftover food, containers, beverages, and all other personal or group-owned items.
- D. In publicizing a meeting to be held in a library meeting room, the sponsoring group must be clearly identified. Groups must not imply library sponsorship of their program or organization in their publicity. With prior approval, groups may post signs in library-approved locations.

X. Set Up/Take Down

Tables and chairs are available in all meeting rooms. The group is responsible for setting up, rearranging, and taking down tables and chairs. Meeting rooms must be left clean, in good repair, and in the same condition as found. Any group that damages library property will be liable for costs incurred in connection with such damage and may lose the privilege of using meeting rooms in the future.

No storage of equipment or records belonging to the group using the meeting room is allowed.

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