



Meeting Room Use Policy

Purpose

This policy governs the public's use of the meeting room at the Carroll Public Library. The meeting room at the Carroll Public Library is intended for informational, cultural and educational purposes of the community. In the spirit of the American Library Association's Library Bill of Rights and upholding intellectual freedom, meeting rooms provide a forum for the free exchange of ideas.

It is the policy of the Carroll Public Library Board of Trustees, and in accordance with the director's goals, to allow non-profit organizations and groups to use the Library meeting room when those facilities are not needed for administrative use, activities or programs sponsored in whole or in part by the Library, and when such use does not disrupt the public's use and enjoyment of the library. Such permission is revocable and does not constitute a lease.

The Carroll Public Library does not discriminate in making its premises available for use on the basis of age, race, color, religion, sex, national origin, marital status, parental status, sexual orientation, gender identity, political ideology, creed, ancestry, or the presence of any sensory, mental, or physical disability.

The Library Board of Trustees delegates the Library Director or his/her designee, the authority to develop and implement procedures and practices which carry out the provisions of this policy.

Eligibility and Priority

A library card is not required to reserve a meeting room. Reservations must be made by an adult who will be held responsible for any damage incurred to the building or equipment.

Meeting rooms are available for:

- **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.
- **Non-profit citizen's groups**—not-for-profit community groups including but not limited to youth groups, school/educational groups, homeowner associations, and civic groups.
- **Governmental subdivisions**—or a department/division of a governmental subdivision.
- **Political committees**—as defined by the Iowa Code 68A.102(18)
- **Candidate campaign committees**—as defined in Iowa Code 68A.102(5)
- **For-profit entities**—defined as those entities exist primarily to make a profit.
- **Private parties**—groups including but not limited to parties, showers, and a variety of personal events.

Forums or informational meetings for potential elected officials are allowed, but no attendee names, addresses, email addresses, or other personal information may be required for attendance of the meeting. State law specifically prohibits the use of signs and the distribution of political literature on the library premises. Fundraising of any kind is expressly prohibited.

Priority for Use of the Meeting Room

1. Primary use of the meeting room will be for library activities and programs.
2. Civic, community, cultural and/or educational purposes. (fees may apply)
3. For-profit entities, fee-based services, and private parties. (fees may apply)

Usage of the meeting room for civic, community, cultural and/or education purposes will be allowed to reserve the room three months in advance and for-profit entities, fee-based services, and private parties will be allowed to reserve the room two months in advance.

Fees

All meetings held at the library must be free of charge to educational, cultural, or civic meetings or programs of area non-profit organizations, with the understanding that the meetings are also free of charge. No admission, collection, or donations may be taken. Normal collection of dues or memberships during meetings will be permitted. Charges to recoup for food or material costs may be acceptable if authorized in advance by library administration.

Business organizations, fee-based services and private parties may use the meeting room at the rate of \$30.00 per hour (cash or check). A refundable security deposit of \$250.00, on a separate check, will be held until after your event and shredded if the room is left in good, clean condition, and furnishings are returned to their original location and are not lost or damaged. The deposit can be returned by mail if arrangements are made in advance.

Users making reservations by phone or email will be granted up to 3 days to pay their fees before the reservation may be canceled.

Fees may be forfeited if the group does not show up for a scheduled event.

Cancellations should be made as early as possible, but no later than 1 business day. Fees will be refunded for cancellations made in this time frame prior to the scheduled event. The organization is responsible for notifying members of schedule changes.

Meeting Room Usage

The Library reserves the right to deny applications for use based on the availability of space, availability of staff, frequency of use, or potential disruption of service. Permission to use a Library meeting room does not imply Library endorsement of the aims, policies, or activities of any group or organization.

Meeting rooms are not available for fundraising, the sale of merchandise, for solicitation of later sales, or for order placement or distribution. The Library reserves the right to allow sales conducted by the Carroll Public Library Friends, Carroll Public Library Foundation, the Library itself, and the City of Carroll.

All Library policies apply to the use of the meeting rooms. Noise and conduct are expected to be maintained at a level that does not disrupt meeting room use or other people in the Library. Failure to abide by the policies of the Library will be cause for dismissal and/or denial of further use of the meeting rooms. Individuals attending meetings are responsible for the supervision of their children. All content for your event must remain in the meeting room at all times, including beverages and food.

The Library is not responsible for any accident, injury, loss or damage to the private property of individuals or organizations use the facility.

The Library has priority for use of all its facilities and meeting rooms and reserves the right to preempt any scheduled meetings within a 24-hour notice.

No special privileges are extended to organizations to which staff members belong.

The library's address or phone number may not be used as the contact information for the entity using the meeting room.

Library personnel must have access to the meeting room at all times and the library retains the right to monitor all meetings on library premises.

No affixing banners, signs, artwork, or other materials to the painted walls. Interior facing items may be taped to windows but cannot obstruct staff's ability to monitor the room for security purposes.

Food and drinks with lids may be served in the meeting rooms, but organizations must clean up the room at their own expense. No liquids that could stain the carpet are allowed, such as those containing red or orange dye. Alcohol cannot be served or consumed in the Carroll Public Library unless receiving prior approval from the Library Board of Trustees.

Smoking or any open flame, such as candles is prohibited.

All advertising and public notices of events held in the meeting room must be clearly designate the organizational sponsorship. An organization or group may not use the Carroll Public Library for its official address, or its logo or representation in any way. The meeting room is not intended for a group's official meeting place or for multiple day events.

Cleaning

The contact person on the Meeting Room Application Form is responsible for the cost of damage repair to furniture, furnishings, equipment, and fixtures, or for special cleaning which is cleaning beyond normal vacuuming or trash removal.

We recommend groups avoid the use of the following list including but not limited to: glitter paint, adhesives, or other damaging craft products to avoid special cleaning and damage charges.

Meeting room attendees are responsible for cleaning and returning the room to original condition. All signs and adhesives must be removed at the end of each meeting. Cleaning supplies and vacuums are provided for cleanup of rooms after meeting room use.

Room Specifications

The Carroll Public Library has one room for public use: Community Meeting Room.

The Community Meeting Room may accommodate up to 50 persons seated in theater style seating or up to 40 seated at 10 tables. A screen, overhead projector, and DVD/Blu-Ray player are available in the room.

The room is available only during regular library hours and must be vacated and returned to original condition 15 minutes prior to library closing time.

Reservation Process

A Meeting Room Application Form must be completed and submitted for each meeting prior to the start of the meeting.

Meeting Room Applications must be confirmed by the library staff prior to meeting room use.

Adult supervision must be provided during meeting room use with individuals under 18.

The contact person on the Meeting Room Application Form is considered the responsible party for all costs and damages that occur to the room, its contents, and furniture/equipment beyond normal vacuuming and trash removal. Providing false information on the application form and/or failure to comply with the policy will result in termination of meeting room use.

Public Wi-Fi and Audio-Visual Equipment

Users should test personal devices with the Library projector for compatibility and general use instructions. Some laptops may be compatible with Library equipment. The Library may not have all computer adapter cables. Please bring all necessary cables.

Technical support personnel are not provided. Staff will turn on the requested Library equipment. Library staff cannot be expected to troubleshoot technology issues.

The Library offers free Wi-Fi that is shared with all Library patrons. Connection speed or connecting to a particular site cannot be guaranteed.

Adopted 12/16/2019

Revised 1/20/2020

Revised 3/15/2021

Library Hours:

Regular Hours (Labor Day-Memorial Day)

Mon—Thurs 10:00 a.m. – 8:00 p.m.

Friday 10:00 a.m. – 6:00 p.m.

Saturday 10:00 a.m. – 5:00 p.m.

Summer Hours (Memorial Day-Labor Day)

Mon—Thurs 10:00 a.m. – 7:00 p.m.

Friday 10:00 a.m. –6:00 p.m.

Saturday 10:00 –2:00 p.m.



Carroll Public Library
118 E 5th St
Carroll, IA 51401
P: (712)792-3432 F: (712)792-0141
info@carroll-library.org

Carroll Public Library Meeting Room Application

Complete and return application to the Carroll Public Library in person or by email or fax prior to the meeting.

Is your group a non-profit organization or citizen group?	YES	NO
Name of Organization:		
Purpose of Meeting:		
Number of Attendees:		
Date of Meeting:		
Time of Meeting: From:	To:	
Contact Person:		
Position in Organization:		
Address:		
Phone:		
Email:		
(If applicable) \$30 per hour rate X _____ number of hours = _____ Total Fee		
\$250 refundable deposit. Date received:		Check #:

Room Requested:

	Maximum Occupants	Amenities
Community Meeting Room	40 seated at 10 tables or 50 seated in theater style	Tables, chairs, projector with screen

Please Initial

I hereby acknowledge that I have read and agree to follow the Carroll Public Library Meeting Room Policy.

I agree to be responsible for all costs and damages that occur to the room, its contents, and furniture/equipment beyond normal vacuuming and trash removal.

I hereby acknowledge I am responsible for returning the room to original configuration and exiting the room 15 minutes prior to library closing time.

Misrepresentation of the above data or failure to abide by the library's policies will be cause for denial of further use of the meeting room.

Contact signature: _____ Date: _____

Library Use Only: Approved by _____ Date: _____ Confirmed by: _____ Date: _____
Special Notes/Instructions: _____