

## DRAKE COMMUNITY LIBRARY

### MEETING ROOM POLICY

**Note: Although there is no charge for the use of Library meeting rooms, any donation your organization may like to give will be gratefully received.**

1. The Drake Community Library provides meeting space for civic, cultural, educational and public informational meetings by community and business groups. Private social events are not allowed. Meeting rooms are not available for businesses to sell or promote merchandise or services or placement of orders. Meeting rooms are not available for non-profit organizations to conduct fund-raising activities. Exception: Programs or sales conducted by the Friends of Drake Community Library, the City of Grinnell or the library itself.

2. All meetings held at the library must be free of charge. No admission, collection or donation may be taken. Exception: With approval of the library director, permission to charge a fee may be given to the Friends of Drake Community Library as well as organizations and area colleges using meeting rooms for seminars, programs, and courses of an educational or cultural nature. Private tutoring of an educational nature is allowed.

These regulations are in accordance with Article VI of the American Library Association's Library Bill of Rights which states that such facilities should be made available to the public served by the given library "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

3. Reservations for use of meeting rooms will be assigned according to the needs of the meeting. Meeting rooms available include:

<b>Community Room</b>	Capacity 110 seated with chairs only. OR Capacity 80 with tables in use by attendees. LCD projector and speaker system with hearing loop are available to users. A kitchenette is accessible to users. A divider wall is available to create two spaces (one-half capacity limits apply when divider wall is in place)
<b>Large Group Study Room</b>	Capacity 10 seated around table.
<b>(2) Small Group Study Rooms</b>	Capacity 3.
<b>Board Room</b>	Capacity 12 seated at table.
<b>Story Room</b>	Prioritized for Library events, outside groups may use with approval.

4. The meeting rooms are scheduled on a first come, first served basis. Meeting rooms may be reserved up to one year in advance for non-recurring meetings, and up to 90 days in advance for recurring meetings. Library sponsored events may be reserved outside of these limitations. The Library reserves the right to limit the number of reservations by any organization so that all groups may have a fair opportunity to use the meeting rooms. Meetings may be scheduled by telephone, online, or in person. Responsible persons must be over the age of 18. The calendar of scheduled events may be viewed from the library's website.
5. Meetings must begin prior to library closing time. Meetings held in the Community Room may extend past closing time. All other meetings must begin and end during hours of library staff availability. Meetings may start as early as 9:00 a.m.
6. All equipment must be scheduled in advance. Wireless Internet access is available in the meeting spaces. Organizations must supply their own laptop computer. All organizations must take reasonable precautions to avoid damage of equipment, furnishings, floor cover and other library property. Candles and open flames are not allowed. Only Post-It® materials are permitted on wall surfaces and only dry erase markers may be used on white board surfaces. Exits shall not be obstructed and all materials brought in shall be completely removed. The Library will bill organizations for damaged library property.
7. Set up and clean up is the responsibility of the user. Meeting room furniture may be arranged to fit the needs of the user but must be returned to the standard arrangement prior to departure. The Library is a smoke-free building.
8. Food and non-alcoholic beverages are permitted in the Community Room. Covered non-alcoholic beverages are permitted in other meeting areas.
9. Use of meeting rooms does not imply library endorsement of ideas expressed in the meeting or of the aims and goals of the organizations using the facilities. In case a question is raised as to the objective and activities of any organization, group, or individual requesting use of the meeting rooms, the Library Board shall be the final authority in granting or refusing permission for the use of the rooms.
10. All advertising and public notices of events to be held in the meeting rooms must carry a clear statement of organizational sponsorship. No organization or group shall use the Library as its official address.

The Drake Community Library's Meeting Room Policy is part of the library's overall policy structure and should be interpreted in conjunction with other existing policies.

**This policy supersedes the Special Events Policy.**

Adopted 04/10

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