

WAUKEE PUBLIC LIBRARY	BOARD
SECTION 6.4	APPROVED
MEETING ROOM POLICY	9/02, 1/06, 11/07, Revised 04/11, 05/12, 01/14, 05/16, 10/18, 11/19

MEETING ROOM POLICY

Purpose of Policy

This policy governs the public's use of meeting rooms at the Waukee Public Library. Meeting rooms at the Waukee Public Library are intended for informational, cultural and educational purposes of the community.

It is the policy of The Waukee Public Library Board of Trustees, and in accordance with the director's goals, to allow non-profit organizations and groups to use Library meeting rooms 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 Waukee 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 delegates to 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

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 Iowa Code §68A.102(18)
- **Candidate campaign committees** - as defined in Iowa Code §68A.102(5)

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.

Meeting Room Usage

Because the Library is intended for the use of all members of the public, all meetings must be open to the public. All meetings held at the library must be free of charge. No admission, collection, or donations may be taken.

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 Waukee Public Library Friends Foundation, the Library itself, the Library Art Gallery, and the City of Waukee.

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.

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

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

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

Food may be served in the meeting rooms, but organizations must clean up the room at their own expense. Alcohol cannot be served or consumed in the Waukee Public Library.

All advertising and public notices of events held in the meeting rooms must clearly designate the organizational sponsorship. An organization or group may not use the Waukee Public Library for its official address, or its logo or representation in any way. Meeting rooms are 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. Cleaning supplies and vacuums are provided for cleanup of rooms after meeting room use.

Room Specifications

The Waukee Public Library has two rooms for public use: the Coal Mine Meeting Room, and the Waukee Meeting Room.

The Coal Mine Meeting Room may accommodate up to 50 persons seated in theater style seating or up to 36 seated at 8 tables. A screen, overhead projector, DVD player, conference phone and a kitchen sink are available in the room.

The Waukee Meeting Room has table seating for 12.

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

Reservation Process

Meeting rooms may be scheduled up to one month in advance.

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 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.

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 not 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.

Library Hours:
 Monday-Thursday 9:00 a.m. – 8:00 p.m.
 Friday 9:00 a.m. – 5:30 p.m.
 Saturday 9:00 a.m. – 4:00 p.m.
 Sunday 1:00 p.m. – 4:00 p.m.
 (Labor Day - Memorial Day)



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AskMe@waukee.org

Waukee Public Library Meeting Room Application

Complete and return application to the Waukee 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:	

Room Requested:

	Maximum Occupants	Amenities
Waukee Meeting Room	12 seated at table	Table, chairs, phone
Coal Mine Meeting Room	36 seated at 8 tables or 50 seated in theater style	Tables, chairs, sink, projector with screen, conference phone, DVD player

Please initial

I hereby acknowledge that I have read and agree to follow the Waukee 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 the 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: _____