



# Meeting Room Agreement

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The **Sioux Center Public Library** (the Library) provides meeting rooms as a limited public forum to support its informational, educational and recreational mission and roles. We appreciate your consideration of using the Library's meeting rooms, and we will try to accommodate your needs within the capabilities of our organization. This agreement is not all-inclusive. Approval of individual meeting situations not described here will be determined by the Library Director, who is authorized to establish reasonable regulations governing use of the meeting rooms and related fees.

We reserve the right to waive portions of this agreement to accommodate library sponsored meetings and programs.

## RESERVATIONS

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### 1. SINGLE MEETINGS

In order to reserve a meeting room before 5:00pm, a request must be made in person, by phone, or via the library website. If requesting a same day room reservation after 5:00pm, patrons may check availability, but will not be guaranteed a room.

### 2. MULTIPLE MEETINGS

Because of the demand for use of the meeting rooms, the Library may not be able to accommodate groups desiring to schedule multiple meetings. Reservations for multiple meetings may be made up to 6 months in advance. The Library reserves the right to limit the number of reservations by any organization.

### 3. CAUCUS/PUBLIC FORUM

Any political group that wants to hold a caucus during a presidential election year, can do so free of charge. A caucus held on a non-election year will be charged the same reservation costs as the public. This is in accordance with Iowa Code Section 43.94. The library will charge the usual meeting room fee for candidates wanting to hold a public forum.

### 4. APPLICATION FORM

The Library's application form must be completed and submitted by a person who is 18 years or older and willing to assume responsibility for the group as well as any fees or damages, and filed with the Library. Reservation confirmations will be provided to the applicant by the library.

### 5. REVOCATION OF PERMISSION

The Library reserves the right to revoke permission to use the meeting room. Inclusion of false information on the application form and/or failure to

comply with meeting room regulations will result in automatic and immediate revocation of permission.

## 6. CANCELLATION

**By groups:** When it is necessary to cancel a reservation, the Library should be notified immediately and a \$5 cancellation fee will be applied. Cancellation less than 24 hours prior to the scheduled meeting time will result in forfeiture of the meeting room fee. Patrons will not receive the clerical fees from Square when reimbursed.

**By the Library:** The library reserves the right to cancel a reservation if the space is required for its own use, by use by the city of Sioux Center, or other weather or unforeseen circumstances. Every effort will be made to give adequate advance notice. If the library closes due to weather, then parties will be refunded their rental fee. If a party chooses to cancel their event due to weather with less than 24 hours notice prior to the event, the library will charge the \$5 cancellation fee, instead of the full room rental.

## 7. RESERVATION CHANGES

No changes in room arrangement or equipment requested may be made at the time of the meeting. Changes must be requested at least 72 hours in advance of the meeting time.

No group may assign its reservation to another group.

# HOURS OF MEETING

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Meetings should be scheduled during regular Library hours. Groups will only be allowed in the library if staff are present. Hours available for meeting room use are Monday - Thursday 9-8:45, Friday 9-4:45, Saturday 9-4:45.

\*\*Meeting start and end time should include set up and take down of the room.

# FEES

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All Meeting Room reservations must be prepaid. If we do not receive payment 5 days prior to the event, the reservation will be cancelled. You may pay by check, cash or credit card. For private group parties (non-business groups), a \$250 deposit is required - the reservation is not confirmed until the \$250 deposit is received.

Meeting Rooms must be vacated by 8:45pm (Monday - Thursday) and 4:45pm (Friday and Saturday). If a group goes beyond the allotted time, they will be charged a \$25.00 late fee.

<b>Businesses (including but not limited to private organizations/individuals, commercial, etc)</b>	
<b>Room</b>	<b>Rate</b>
Conference Room	\$15/hour
Computer Lab	\$30/hour
Half Meeting Room (A, B, C, or D)	\$20/hour

Full Meeting Room (A and B, or C and D)	\$30/hour
Day Rate – Half Meeting Room (4+ hours)	\$50
Day Rate – Full Meeting Room (4+ hours)	\$100
Setup charge	\$20
Private party deposit	\$250
Study room (for studying purposes only)	No charge
<b>Nonprofit Groups:</b> setup fee applies if needed	\$10/hour; 4+ hours \$50

## AVAILABLE MEETING ROOMS & CAPACITY

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### ATTENDANCE SIZE

Attendance is limited according to meeting room and seating arrangement. Attendance may not exceed the maximum number of people certified by the Sioux Center Fire Department as the occupancy limit for the rooms. All rooms are wheelchair accessible.

The following rooms are available for public use:

Room	Capacity
Full Meeting Room (1500 square feet)	With chairs only, up to 75 people
Half Meeting Room (750 square feet)	With chairs only, up to 30 people
Computer Lab	13 computers available
Conference Room	Conference table & chairs, up to 10 people
Study Room	Up to 12 people

### WALK-IN USAGE

When not scheduled for meetings, all rooms (except the computer lab) are available during regular Library hours without charge to Sioux Center Public Library card holders in high school and older. If a person does not have a library card, they must provide their name and phone number on Meeting Room Sign-Up Sheet. Please contact the main circulation desk to inquire about the availability. People wishing to guarantee a space must reserve the room and pay the reservation fee, if applicable (reference Fees section above).

### STUDY ROOM

The Study Room can be reserved but is designed to serve small groups like tutoring, Bible studies, and other small groups. However, if it is not reserved, it will be available on a first come first serve basis. Priority will be given at the discretion of the Meeting Room Coordinator. Because this room has expensive equipment in it, use will be monitored and charges will be assessed if damages occur. Children 8<sup>th</sup> grade

and younger must have an adult present. This room is available to high school age students and older. Also, food is not allowed in the Study Room. All drink must be in a spill-proof container.

## COMPUTER LAB

Patrons must be 18 or older in order to reserve the Computer Lab. There are 12 student computers available in the computer lab and one presenter computer which is connected to a projector. The Microsoft Office Suite and a video player are currently available on the computers. Patrons are not allowed to download or install any extra software or programs on the computers without prior permission. Food and drink are not allowed in the Computer Lab.

## EQUIPMENT

The Library offers the following equipment for meeting room reservation:

- 30 - 5' tables
- 110 chairs
- 11 - 8' tables
- Podium
- Presentation easel (no paper)
- White board
- Projector
- Wi Fi access
- Smart TV
- \*Meeting Owl Pro Smart Video Conference Camera, Microphone, and Speaker
- \*HDMI Cord
- \*VGA Cord
- \*Powerpoint Clicker
- \*Microphone (hand-held & lavalier)
- \*Coffee pot (30 cups)

\*=needs to be checked out prior to using

Meeting Room A includes an in-ceiling projection screen, DVD player & speakers.

Meeting Room B includes an in-ceiling projection screen & speakers.

If additional tables and chairs are needed, it is the responsibility of the reserving party to make these arrangements. If damages are incurred, damage fees will apply. No equipment will be loaned outside the Library. The Library Staff will provide some instruction for the use of equipment, but will not be present to operate it for meeting

and programs. Arrangement for the instruction must be made on the meeting room application, no later than one (1) week in advance of the meeting date.

In borrowing any equipment from the library, it is expected that the group make sure borrowed equipment is returned to the front desk - i.e projector, white board markers, etc. It is also expected that the group returns the room to the condition it was in when you arrived. Please request cleaning materials to facilitate clean-up. Vacuum and cleaning wipes will be available upon request.

## **KITCHEN USE with MEETING ROOM**

The following equipment is available in Room A only or Rooms A and B together: microwave, refrigerator (not for long term storage) & sink.

The use of additional electrical kitchen equipment, other than that provided by the Library, should be approved in advance by the Library Director.

## **REGULATIONS FOR USE OF THE MEETING ROOMS**

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1. The library will only be available for use during normal library hours. No groups will be allowed to stay after hours.
2. No smoking or tobacco product use is allowed on Library property.
3. No alcoholic beverages are allowed.
4. No colored juices are allowed in the meeting rooms that can stain the carpets. (ex. red, purple, pink)
5. The meeting room and kitchen area must be left in the condition it was when you arrived. Garbage needs to be taken out and tables wiped down. Vacuum and cleaning wipes will be available upon request.
6. Groups must supply their own coffee, cream, sugar, and paper products.
7. All equipment and appliances must be left unplugged.
8. The Library does not provide storage or assistance in carrying supplies and materials to the meeting room.
9. The Library will accept deliveries for groups that have scheduled meetings, if notified in advance and approved by the Meeting Room Coordinator. The Library will not be held liable for items delivered. Food must be removed by the end of the reservation or the janitorial cleaning fee of \$25.00 (for consistency) will be charged.
10. Organizations may not use the name, telephone number, or address of the Library, even on a temporary basis, except for notification of location of a specific meeting. The Library will not receive non-emergency calls or take messages for individuals or organizations.
11. Promotion of non-library-sponsored events must not imply Library sponsorship or endorsement.
12. Signs with meeting information may be displayed on approved Library signs in the lobby. The signs may contain only the name of the organization and the time and room of the meeting. No other signs will be displayed anywhere

- else inside or outside the Library on Library property. (A limited number of signs are available and must be requested on the application form).
13. Minors (i.e., under the age of 18) may not reserve meeting rooms, but they may use a room for study purposes if it is available. If a parent reserves a room for an event attended by minors there must be direct and constant supervision by an adult. There must be one adult for every 15 minors.
  14. Members of the reserving party are expected to set up and take down the room as their needs dictate. A \$250 refundable deposit may be required to offset any damages incurred to the room, furniture, or equipment.
  15. Nothing (signs, decorations, etc.) may be attached to the ceiling, floor, furniture, equipment, or doors. Decorations are limited to those that are free-standing and conform to fire regulations.
  16. Non-Library related literature may not be distributed on Library property except during a meeting or program of a group in the meeting room they have reserved. (The Library provides display space for non-Library literature and announcements of non-commercial nature of local service organizations and governmental agencies.)
  17. It is not permissible to rearrange Library furniture or to borrow furnishings from other parts of the Library.
  18. Hazardous materials including, but not limited to, paints, solvents, and explosives are prohibited. Candles and other fires are prohibited.
  19. Babysitting service for the children of persons attending meetings is not provided by the Library. Meeting room attendees may not leave children age 5 and younger unattended in the Library, in accordance with the Library's Unattended Children and Vulnerable Adult Policy.
  20. Membership and activity fees may be collected for non-commercial organizations. Meetings of commercial organizations should be educational in purpose; direct solicitation of goods or services on Library property is discouraged.
  21. Should any special cleaning be required as a result of a group's use of the meeting room, a charge of \$25.00 per hour or fraction thereof will be made for janitorial labor and equipment.
  22. The use of additional electrical kitchen equipment, other than that provided by the Library, should be approved in advance by the Library Director.
  23. Groups must comply with the Americans with Disabilities Act and are responsible for providing qualified interpreters and/or auxiliary aids, upon request, for their programs.
  24. Library personnel must have free access to meeting rooms at all times. The Library retains the right to monitor all meetings conducted on Library premises to ensure compliance with Library rules and regulations.
  25. Any person or group using a meeting room shall agree to indemnify and hold harmless the Sioux Center Public Library and its representatives from and against any and all claims, demands, judgments, settlements, damages, actions, causes of actions, injuries, administrative orders, consent agreements and orders, liabilities, penalties, costs and expenses of any kind whatsoever, which may arise or be asserted, directly or indirectly, with regard to the use of the room.
  26. The Library will not discriminate in making its premises available for use on the basis of viewpoints expressed by users or the race, national origin,

religion, sex, sexual orientation, political affiliations or physical limitations of its users. Use of the meeting rooms does not constitute sponsorship or endorsement of the users or the users' beliefs by the Sioux Center Public Library or the Board of Library Trustees. Advertisements or announcements implying or stating such endorsement are prohibited.

27. According to Iowa Administrative Code Title 351 Rule 5.5, meeting rooms may be used for political purposes. However, law does exclude them from using the open areas in the library.

## EXCLUSIONS

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1. Programs which are not suitable for the Library's physical facilities.
2. Programs which are not in keeping with the Library's goals and objectives, or which would impede, disturb, or endanger Library staff, patrons, and/or visitors; or which endanger the Library building or collection; or which otherwise interfere with the proper functions of the Library by causing excessive noise, safety hazard, security risk, etc.
3. Commercial enterprises promoting or causing the sale of property or services for monetary gain.

## DAMAGES AND LIABILITY

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Any individual, group, or organization using the meeting rooms shall be held responsible for willful or accidental damage to the Library building, grounds, collections or equipment caused by the group or organization, its members or those attending its program.

Questions that are not covered in this agreement should be addressed to the Library.

## APPEAL AND REVIEW

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The Board of Trustees of the Sioux Center Public Library will review the meeting room agreement and regulations periodically, and reserves the right to amend them at any time. The Board authorizes the Library Director to waive regulations under appropriate circumstances. Any appeals for changes in, or exceptions to, any portion of the meeting room agreement will be considered by the Library Director.

**\*\*By using the meeting rooms, you agree to the terms, regulations, and rates listed above.**

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Adopted: 01/01/09 ; Revised: 12/19/2013 ; Revised: 3-1-15 ;  
Revised & approved: 6/2015 ; Revised & approved: 4/2016 ;  
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