

MEETING ROOM USE POLICY

I. Purpose Statement

Meeting rooms of the North Liberty Library are designed to meet general informational, educational, cultural, and civic purposes. Use of the library's meeting rooms does not constitute library or City of North Liberty endorsement or approval of viewpoints expressed by participants in the program.

II. Meeting Room Use Guidelines

- A. Meeting rooms are available for the public on a first-come, first-served basis for use at times that do not conflict with daily operations of the library or library programming
- B. Meeting rooms are primarily for nonprofit use, non-commercial, non-political, and not religious. Exceptions may be made for meetings that may have a positive impact on economic development in North Liberty. Examples of qualifying use include educational, civic, cultural, governmental, informational, and political committee meetings
- C. All nonprofit meetings shall be open to the public and not limited to membership of the group or organization sponsoring the meeting
- D. Programs and promotion of library services or by the City of North Liberty for City-sponsored events will have priority for meeting room use. Meeting/study rooms may not be reserved exclusively for exhibition or display purposes
- E. No money or goods may be exchanged in the course of meeting room use and no fees may be charged for attending the meeting
- F. No solicitation for future sales is permitted without prior approval by library administration
- G. Reservations may start no less than 30 minutes before the library's closing time
- H. Meeting/study rooms may be reserved for a maximum of three (3) hours unless prearranged; extensions may be permitted upon request if space is available
- I. An individual or group may have up to three reservations scheduled at a time
- J. Smaller groups may be asked to move into smaller rooms to accommodate a larger group
- K. The library staff is not able to serve as a point of information for patrons with questions regarding meetings other than providing directions to a meeting
- L. The North Liberty Recreation Department, ph. 319-626-5716, has fee-based meeting space available for for-profit purposes

III. User Responsibilities

- A. Any materials promoting an event or meeting held in a library meeting room (for example, flyers or poster) may list the Library as the location but may not imply Library sponsorship, unless pre-arranged as a co-sponsored event with the library
- B. Library property stored in the meeting rooms, including chairs, shall not be removed or transferred to other areas without prior approval from staff
- C. Reservations will be held for fifteen minutes after the beginning of the session reservation and will be cancelled if the individual or group does not check in for the reservation in that time frame
- D. Set up and arrangement of chairs and tables and tear down to leave the room in its standard arrangement (see image on meeting room doors) are the responsibility of the user