

- E. Refreshments are welcome. After a meeting, the user should clean tables and floor as needed and dispose of any trash containing food or beverage products in the outdoor trash receptacles behind the recreation department before leaving. Groups may request a large trash receptacle from library staff if needed. Food waste should not be left in meeting room trash bins
- F. Users should check out with library staff to secure the space
- G. Music or other audio should be limited in volume as to not disturb other library users
- H. Meetings will not generally be scheduled before or after library hours
- I. Group representatives may not enter library building or other meeting rooms, nor will deliveries be accepted, before regular library hours
- J. For larger meetings, presenters should direct attendees to park away from the main library doors (west entrance)
- K. Individual placing the reservation request is responsible for all reasonable repair or replacement cost for damage to the facility space, fixtures, or equipment utilized during the reservation

IV. Non-qualifying Meeting Room Uses

- A. Political campaign purposes (political forums and listening posts are permitted)
- B. Private parties such as weddings, showers, birthdays, reunions, or other private events
- C. Commercial use where personal or business profits are the chief aim of the meeting
- D. Selling or fund-raising is prohibited in the library's meeting rooms and lobby except for events that benefit the library

Please note:

The North Liberty Library does not discriminate or condone discrimination against any person on the basis of race, religion, sex, sexual orientation, gender identity, housing status, ability or ethnicity. Granting permission for meeting rooms does not constitute endorsement of any group's, or affiliated groups', viewpoints. Iowa's Civil Rights laws forbid discrimination on the basis of race, sex, sexual orientation, gender identity, national origin, religion, or disability.

Terms of use may not apply to library or City of North Liberty events. External advance reservations will not be cancelled without prior notification of at least two weeks.

The library reserves the right to refuse use of the rooms to individuals or groups who do not adhere to library policies or meeting room terms of use or are disruptive to normal library operations.

The library director or designee shall have final authority regarding use of library meeting rooms.