

MEETING ROOM POLICY

Community Room Usage:

The Independence Public Library maintains its Community Room meeting facilities primarily as a setting in which to hold its programs and activities. In addition, the Community Room is made available to local agencies, clubs, businesses, and other organizations as a meeting site, subject to the rules and regulations of use established by the Library Board of Trustees. Use of the room should reflect the educational, cultural, social, and recreational role the library plays in the community.

The library board subscribes to Article IV of the Library Bill of Rights, which states that facilities should be made available to the public served by the library on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting its use. However, granting of permission to use library facilities does not in any way constitute an endorsement of the group's particular beliefs or purposes by the board, staff, or city.

- The community room at the Independence Public Library is available on a first-come, first serve basis. Library programs and activities have priority.
- The library reserves the right to cancel a reservation if the space is required for its own use or use by the City of Independence. Every effort will be made to give adequate advance notice.
- To allow for the most access for the most organizations, the number of meetings allowed per organization shall be limited to once per month. Exceptions must be approved by the library director.
- Persons wishing to use the community room must submit the library's written application form.
- Written applications may be accepted up to two months in advance of the requested date of use. Application forms must be submitted at least five days prior to the booking.
- Reservations are not taken over the phone and are not considered to be official until the written application has been turned in and a library employee informs the contact person that the reservation has been approved.
- The meeting room is available for use during regular library hours. It may also be available before or after hours with approval from the library director. For early morning use, the key must be picked up during open hours. When providing the key to a person who will unlock doors and use the room, a copy of a picture ID must be made for the library to keep until the key is returned. The key must be returned to a library employee during library hours the day of the meeting or event.

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- The community room is available for use by patrons eighteen years of age or older. Those under the age of eighteen also may use the community room when an adult parent or guardian has read and signed the application form and when the sponsoring group provides adult supervision during the event.
- The community room may not be used for private parties, showers, receptions, reunions, or other private social events. Exceptions can be made for book signings promoted and organized by the author or his/her designee.
- The community room may not be used to solicit or conduct business with members of the public. Exceptions may be made by the director for nonprofit events that benefit the community by providing a needed service.
- The community room may be used for meetings of an internal business nature, such as staff meetings, employee training sessions, or other meetings of employees.
- Approved artistic, dramatic, and literary performances or art displays for which an admission fee or free will donation is requested are permitted. The fee or donation would be retained by the sponsoring organization. Such performances are consistent with the library's mission.
- The following statement must prominently appear on any sign, advertisement, invitation or other notice or announcement of an event to be held at the Independence Public Library Community Room:
"This program is sponsored by _____ and will be held in the Community Room of the Independence Public Library."
- Smoking, including e-cigarettes, and the use of tobacco products, alcoholic beverages, and controlled substances are not allowed in the library facility or on library grounds.
- Refreshments or light meals may be served. There is a sink, refrigerator, and a microwave that may be used. Please provide your own paper goods.
- Groups using the meeting room will be responsible for proper supervision of children, setting up chairs and tables, restoring the meeting room to the same condition in which it was found, and any costs arising from any loss, damage, or excessive janitorial services.
- No materials may be affixed to the walls. You may request to borrow the library's white board easel. Signage outside the meeting room must be pre-approved by a library staff member.
- Groups showing films or using other media must secure necessary performance rights. The library shall not be held liable for the organization's failure to do so.
- There is no storage for groups using the library. Please do not bring items ahead of time or leave items in the library.

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- The library is not responsible for damage to materials or equipment brought in by a group.
- If a group requires audio-visual equipment, the user must be trained in advance. It is the responsibility of the group using the room to initiate and set up a time convenient to the library trainer for this to take place before the event. The group is responsible for any damage to library property incurred while in its use.
- Library staff will inspect the room after each use. The library reserves the right to deny future use to individuals or groups causing damage or disruption.
- The organization using the room is responsible for the following maintenance/household items:
 - Allowance of time before and after for set-up and tear-down/clean-up on your application form.
 - Initial set-up of tables and chairs. A minimum of two physically capable people are recommended for set-up, as the tables are heavy.
 - Immediate communication about any spills...this will enable the library to remove spots before they set.
 - Tearing down/cleaning the room. Remember you will need at least two people capable of carrying the tables. This consists of the following:
 - Wiping off the chairs
 - Cleaning the tables
 - Cleaning the counter and kitchenette
 - Removing all items belonging to your group
 - Vacuuming the room (use the vacuum in the storage closet)
 - Removing your own trash if accumulated one or more full bags
 - Set up the room as found or as determined between the group and the library staff.

Study Room Usage:

- All rooms are available during regular library hours on a first-come, first-serve basis unless reserved in advance. Advance reservations take priority.
- Study rooms may be reserved up to two months in advance of the meeting date.
- Persons wishing to use a study room must check it out at the circulation desk. The door will be unlocked by a library employee if it is not already unlocked.
- Rooms may be used for 4 hours per day. If nobody is waiting for the room, this time may be extended for a maximum of 4 additional hours. Exceptions may be made at the discretion of library staff.

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- **To allow for the most access for the most people, the number of reservations allowed per person or group shall be limited to a maximum of three times per week, or 8 hours, whichever is less. Exceptions must be approved by the library director.**
- A reserved study room not occupied within 15 minutes of the reserved time will be considered canceled and available for use by other individuals.
- Any study room left unattended for more than 15 minutes without staff notification will be considered vacant and available for use by others.
- The maximum occupancy of each individual study room is as follows:
 - Independence Room & Buchanan Rooms - 3
 - Iowa Room - 4
 - Freedom Room - 12
- The adult checking out the study room (or, if a minor has checked out a room, the parent or guardian) is responsible for any damages incurred during use of the room.
- There is no storage for groups using the library. Please do not bring items ahead of time or leave items in the library.
- The library is not responsible for damage to materials or equipment brought in by a group.
- The library reserves the right to deny future use to individuals or groups causing damage or disruption.

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APPLICATION FORM FOR USE OF COMMUNITY ROOM

Please read the policy before filling out the application form. You are agreeing to the policy when you sign the form. This includes set-up, clean-up and tear-down, and allowing enough time to set up and tear down within your scheduled time.

Before planning to use the room, you must receive a confirmation of this request from library staff. Filling out this form does not indicate approval of the request.

Today's Date _____ Name of Organization _____

Title/Purpose of Event _____

Name of Responsible Individual _____

Address _____

E-Mail _____ Phone _____

Date of your event/meeting _____ Day of Week _____

Start Time (allow for set-up) _____ End Time (allow for tear-down) _____

Number of people expected to attend _____

Please count the actual number of people who attend and notify a library staff person or e-mail to iplibrary@independenceia.org the day of your event.

Do you have a need for any equipment (Please circle any needed equipment)?

Microphone Projector Laptop Cable TV DVD Player Whiteboard Easel

I have read the meeting room policy and agree to abide by it.

Signature _____ Date _____

There is no charge for use of the community room. Please take good care of it and do a thorough job of cleaning so this service can be continued. Any costs arising from loss, damage, or excessive janitorial services will be your responsibility.

If you would like to give a donation for use of the room, it would be most welcome. Please make checks out to the Independence Public Library Foundation.

For use by Library Personnel only:

Date application turned in: _____

Approved _____

Not Approved _____ Reason _____

Notification Date _____ Employee _____

Notes: _____

Number of People who Attended: _____