

## COMMUNITY MEETING ROOM POLICY

The Spirit Lake Public Library is aware of the need for accommodations to be used by groups and committees. It feels that making available such accommodations to the public is an additional service which the library may render under conditions set by the library board. When not required for library use, other educational, civic, cultural, or public information groups are encouraged and welcomed to use the meeting room subject to the following regulations:

1. Programs such as private or social parties and money raising or commercial functions (including political campaigns) will be excluded.
2. Due to fire code, attendance at meetings is to be limited to 75 people.
3. Meetings must be scheduled on the days that the library is open. Exceptions will be made only with board approval.
4. Application for permission to use the meeting room will be made to the library director or other staff member. The library director will keep a yearly calendar of scheduled meetings. Meetings may be scheduled no further than a year in advance.
5. Any individual or representative of a group requesting reservation of the meeting room must complete an application form, which will be updated annually and/or as responsibility changes.
6. Reservations for use of the meeting room must include the name of the group or organization, time desired, number of persons expected, and name and telephone number of person responsible.
7. Person signing the responsibility form shall be responsible for picking up the key (if needed) at the library during library hours. This person shall also be responsible for locking the door when the meeting is over and for returning the key to the library. An envelope for the book drop will be provided if needed.
8. The person who signs the reservation form will be given a copy of the meeting room policy and shall be held responsible for problems or costs resulting from specified use.
9. Library programs and library-related programs have priority in the use of the facilities.
10. The fact that a group meets in the library does not constitute an endorsement of the group's policies or beliefs.
11. The library's address may not be used by any non-library related group to retrieve mail, etc.
12. The library's telephone number may not be used by any non-library related group for its group's purposes.
13. There will be no charge for the use of the meeting room but donations will be cheerfully accepted.

14. Children's groups (ages 17 and under) must be supervised by an adult sponsor.
15. The library is a smoke-free building. Smoking is not permitted in the meeting room or restrooms. No alcohol or controlled substances may be consumed on the premises.
16. Use of materials or decorations on walls is prohibited without specific approval.
17. Groups are responsible for their own set-up and take-down. The meeting room will be returned to its original condition and arrangement.
18. **Food may be served but not prepared in the meeting room.** The library has a limited amount of dishes and silverware which may be used. If you choose to use them, you must furnish your own dishtowels and dishcloths. If you prefer to use paper materials, they must be cleaned up and placed in the designated trash receptacles.
19. The library reserves the right to assess a cleaning or labor charge.
20. Groups accept responsibility for the repair or replacement of damaged or missing facilities or equipment.
21. The library director is authorized to deny permission to use the library meeting room to any group or individual who is disorderly or objectionable in any way or who violates these regulations. First violation will be issued a verbal warning. Second violation will be presented to the library board for vote.
22. The library trustees reserve the right to cancel or suspend any permission granted to any group or organization which violates these regulations.
23. The Library Board of Trustees and the City of Spirit Lake are not responsible for any accidents, injury, or loss of individual property while using the meeting rooms.

10/4/2004

9/10/2007

4/6/2009

6/2/2014

4/2/2018

10/3/2022