

Library Meeting Room Policy

As a service to the citizens of the Hawarden community, the library offers meeting rooms at no-charge to non-profit groups that abide by the following policy established by the Hawarden Public Library Board of Trustees. Any group or individual using the meeting room or the ICN room must have a purpose that is not illegal and all conduct by said group or individual must abide by the following rules.

1. Smoking or electronic cigarettes are not allowed in the library or on library grounds.
2. Alcoholic beverages may not be dispensed or consumed in any part of the library or on library property.
3. In order to serve as many groups as possible, the room may not be reserved more than three months in advance of an activity or event. Meetings will be limited to one per week for each non-library group or individual. The library director reserves the right to cancel reservations granted on a recurring basis to allow for usage by other groups.
4. Library and City Council use of meeting rooms takes precedence over all other, groups, organizations, and individuals.
5. All announcements or press releases, etc., relating to meetings or business must clearly state that the meeting is not sponsored by the Hawarden Public Library. (This relates to any for-profit meeting, group, or individual.
6. Applications for use of the meeting room or ICN room must be made on forms provided by the library and submitted to the library director. Forms are available from the director or are available at the circulation desk.
7. Reservations for use a room must include the name of the group, organization, or individual, number of persons expected, and the name and telephone number of the group's representative. Purpose of the meeting must also be included. Reservations, once approved, will be placed on a calendar by the library director or a staff member. Attendance at the meetings must be reported to library staff either the day of the meeting or the following day.
8. The meeting rooms are not available on weekends or on holidays.

9. Groups using the meeting room in the evening must have the meeting completed by 10 p.m.
10. Usage of a meeting room after regular library hours will require a \$25 key deposit. The deposit must be made at least one day prior to the meeting. The key must be picked up on the day of the meeting during regular library hours. The key must be placed in the bookdrop following the meeting.
11. Meetings for children or youth groups must be supervised by an adult sponsor.
12. The fact that a group or an individual meets in the library does not constitute an endorsement of the group's or individual's policies or beliefs by the library.
13. All applications for meeting room use must be approved by the library director. The library director is authorized to deny permission to use the meeting room to any group or individual that is disorderly or violates any of the library's policies or regulations.
14. Any group or individual using the meeting room is responsible for leaving the room and kitchenette (if used) in the same condition as when the group entered the premises. A group or individual using the room is responsible for setting up its own chairs and tables and for putting them away.
15. A \$25 cleaning fee will be assessed to those leaving a room in an unacceptable manner.
16. The library discourages the preparation of meals in the north meeting room. Finger foods are acceptable.
17. Groups, businesses, or individuals who wish to use the room for "profit" making purposes will be assessed a \$50.00 charge whether it be a half or full day of use.
18. The intent of the room is to promote non-profit educational, cultural, and community activities and programming, not personal business or personal functions.

Approved December 2016