

Hawarden Public Library
Meeting Room Use Policy

1. Philosophy

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.

2. Reservations

Meetings can be scheduled, Monday through Saturday, up to 3 months in advance. Reservations for meeting rooms can be made:

- In person at Hawarden Public Library
- By telephone at 712-551-2244

Information needed includes:

- Name of the company or organization
- Time and date desired
- Contact information for the person scheduling the meeting.
- Potential Equipment needed

3. Restrictions

- Smoking or electronic cigarettes are not allowed in the library or on library grounds.
- Alcoholic beverages may not be dispensed or consumed in any part of the library or on library property.
- 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.
- Library and City Council use of meeting rooms takes precedence over all other groups, organizations, and individuals.
- 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 individuals.)
- The meeting rooms are not available on weekends or on holidays.
- Groups using the meeting room in the evening must have the meeting completed by 10 p.m.
- Meetings for children or youth groups must be supervised by an adult sponsor.
- 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.
- All applications for meeting room use must be approved by the library director or staff. 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.

- 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.
- The library discourages the preparation of meals in the north meeting room. Finger foods are acceptable.
- The intent of the room is to promote non-profit educational, cultural, and community activities and programming.

4. Room Capacity:

	With Tables	Chairs Only
Meeting Room with Kitchen	30	50
Old ICN Room	45	60

5. Fees

Rooms will be available for civic, educational, and cultural uses without charge unless the user charges a non-refundable fee or the rooms are used for monetary gain. "Monetary gain" refers to any uses by profit-making organizations.

Fee Schedule:

Meeting Room or Old ICN Room	\$50
Cleaning Fee if room not clean	\$25
Key Deposit for use after hours	\$25 Refundable when key returned

Room rental fees are due at the time of booking to reserve the room.

Deposits (cash or check) will be charged when the key is picked up, and will be returned when the key is returned. The library has specific requirements for the return of deposits. Failure to follow these instructions will result in the forfeiture of your deposit:

- Check restrooms and turn off lights
- Ensure the library doors close & lock behind you
- Do not prop open any exterior doors
- Return Key in book drop, or at the library within 24 hours after your meeting.

6. Physical Arrangements

Meeting rooms are kept locked. Upon arrival, someone from your group must visit the Circulation Desk to let us know you have arrived, at which time staff will unlock the room. We also ask that you let us know when you are finished if during normal operating hours.

Tables and chairs are provided. Additional equipment must be reserved at the time the meeting room reservations are being made. Chair and table arrangements are the responsibility of the group arranging the meeting. Someone from the group should

arrive in time to arrange chairs and tables as desired. Users are responsible for damages to meeting rooms. Those costs are determined on a case-by-case basis, but will be in line with the damage caused.

Food may be served in the rooms. If using any of our available technology, please ensure food and drink are kept in a separate area, away from computer or Smart Board use. Storage is not available for extended periods outside of the time you have booked.

7. Equipment

Equipment is available for booking at the same time the room is booked. We offer a variety of technology, some may require a short training prior to use. The following equipment is available for use:

- Smart Board interactive touch screen (training required)
- 10 MacBook Air Laptops in Mobile Charging Cart
- DVD player (Meeting Room only)
- TV (Meeting Room only)

8. Cancellations

It is the responsibility of the person scheduling the meeting to inform the library of meeting cancellations. Patrons are required to give 24 hours notice when meetings are cancelled, so that other organizations may use the room. In cases of severe weather or in other situations outside of the library's control, the libraries may be forced to close. If the libraries close, then all meeting room fees are refundable. The library will make an effort to contact the individuals, businesses and organizations affected by such a closure, but the information will typically be available:

- On the library's website at www.hawardenpubliclibrary.com
- On the library's Facebook page

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