WAUKEE PUBLIC LIBRARY	BOARD
SECTION 6.4	APPROVED
MEETING ROOM POLICY	9/02, 1/06, 11/07, Revised 04/11, 05/12, 01/14, 05/16, 10/18, 11/19, 5/22, 11/26

MEETING ROOM POLICY

Purpose of Policy

This policy governs the public's use of meeting rooms at the Waukee Public Library. Meeting rooms at the Waukee Public Library are intended for open public forums of an informational, cultural or educational purpose of the community.

It is the policy of The Waukee Public Library to allow non-profit organizations and civic groups to use Library meeting rooms when those facilities are not needed for administrative use, activities or programs sponsored in whole or in part by the Library, and when such use does not disrupt the public's use and enjoyment of the library. Such permission is revocable and does not constitute a lease.

The Waukee Public Library makes its meeting rooms available on an equitable and nondiscriminatory basis. The Library does not discriminate in access to or use of its meeting rooms on the basis of any characteristic protected by applicable federal, state, or local law.

The Library Board delegates to the Library Director or designee, the authority to develop and implement procedures and practices which carry out the provisions of this policy.

Eligibility

Meeting Rooms are available for:

- **Non-profit organization** – defined as those entities granted tax-exempt status by the IRS under section 501(c)(3) or other tax-exempt sections of the Internal Revenue Code.
- **Civic groups** – not-for-profit local service groups, not officially organized but operated exclusively for educational or charitable purposes dedicated to the community benefit with any net earnings of which are devoted exclusively to charitable, educational, recreational, or social purposes. Includes groups such as youth groups, school/educational groups, community associations, volunteer groups, and other recognized civic groups.
- **Governmental subdivisions** – or a department/division of a governmental subdivision.
- **Political committees** – as defined by Iowa Code §68A.102(18)
- **Candidate campaign committees** – as defined in Iowa Code §68A.102(5)**.** Forums or informational meetings for potentially elected officials are allowed, but no attendee names, addresses, email addresses, or other personal information may be required for attendance of the meeting. State law specifically prohibits the use of signs and the distribution of political literature on the library premises.

Meeting Room Usage

All meetings held at the library must be free of charge. No admission, collection, or donations may be taken.

The Library reserves the right to deny meeting room requests for use based on the availability of space, availability of staff, frequency of use, potential disruption of service, or if a group has previously broken Library policy. Permission to use a Library meeting room does not imply Library endorsement of the aims, policies, or activities of any group or organization.

Meeting rooms are not available for fundraising, the sale of merchandise, for solicitation of later sales or fundraising, or for order placement or distribution. The Library reserves the right to allow sales conducted by the Waukee Public Library Friends Foundation, the Library itself, the Library Art Gallery, and the City of Waukee.

All Library policies apply to the use of the meeting rooms. Noise and conduct are expected to be maintained at a level that does not disrupt meeting room use or other people in the Library. Failure to abide by the policies of the Library will be cause for dismissal and/or denial of further use of the meeting rooms. Individuals attending meetings are responsible for the supervision of their children.

The Library is not responsible for any accident, injury, loss or damage to the private property of individuals or organizations using the facility.

The Waukee Public Library has priority use of its facilities and meeting rooms and reserves the right to cancel or reschedule a meeting room reservation when necessary for Library operations. The Library may also cancel reservations due to unforeseen circumstances, including severe weather, facility issues, emergencies, or other conditions that require the Library to close or limit access to the building. The Library will provide as much notice as reasonably possible when a reservation is cancelled.

No special privileges are extended to organizations to which staff members belong.

Food may be served in the meeting rooms, but organizations must clean up the room at their own expense. Alcohol cannot be served or consumed in the Waukee Public Library.

All advertising and public notices of events held in the meeting rooms must clearly designate the organizational sponsorship. An organization or group may not use the Waukee Public Library for its official address, or its logo or representation in any way. Meeting rooms are not allowed for a group's official meeting place.

Groups may use the library meeting rooms a maximum of two times per month.

Cleaning

The contact person on the Meeting Room Agreement Form is responsible for the cost of damage repair to furniture, furnishings, equipment, and fixtures, or for special cleaning which is cleaning beyond normal vacuuming or trash removal.

We recommend groups avoid the use of the following list including but not limited to: **glitter, paint, adhesives, or other damaging craft products to avoid special cleaning and damage charges**.

Meeting room attendees are responsible for cleaning and returning the room to original condition. Cleaning supplies and vacuums are provided for cleanup of rooms after meeting room use.

Room Specifications

The Waukee Public Library has two rooms for public use: the Coal Mine Meeting Room, and the Manders Meeting Room.

The Coal Mine Meeting Room may accommodate up to 36 individuals seated at 8 tables. The meeting room is equipped with a television and video conferencing technology that allows users to connect compatible devices for virtual meetings and presentations.The Manders Meeting Room has 6 tables with seating for 16 individuals. The meeting room is equipped with a television and video conferencing technology that allows users to connect compatible devices for virtual meetings and presentations.

Groups intending to use meeting room technology are encouraged to make an earlier reservation than required to allow for time to test and prepare the technology.

The rooms are available only during regular library hours and must be vacated and returned to original condition 15 minutes prior to library closing time.

Reservation Process

Meeting rooms may be scheduled up to one month in advance.

A Meeting Room Agreement Form must be completed and submitted, in print or through the Library's website/email, for each meeting prior to the start of the meeting.

Meeting Room Agreement Forms must be confirmed by library staff prior to meeting room use.

The contact person on the Meeting Room Agreement Form is considered the responsible party for all costs and damages that occur to the room, its contents, and furniture/equipment beyond normal vacuuming and trash removal.

Public Wi-Fi and Video Conferencing Equipment

Users should test personal devices with the Library television and video conferencing technology for compatibility and general use instructions. Some laptops may not be compatible with Library equipment. The Library may not have all computer adapter cables. Please bring all necessary cables.

Technical support personnel are not provided. Staff will turn on the requested Library equipment. Library staff cannot be expected to troubleshoot technology issues.

The Library offers free public Wi-Fi. Connection speed or connecting to a particular site cannot be guaranteed.

Library Hours:
Monday-Tuesday 9:00 a.m. – 8:00 p.m.
Wednesday-Thursday 9:00 a.m. – 6:00 p.m.
Friday 9:00 a.m. – 5:30 p.m.
Saturday 9:00 a.m. – 4:00 p.m.
Sunday 12:00 p.m. – 4:00 p.m. (Sept-May)

WAUKEE PUBLIC LIBRARY

Waukee Public Library
950 S. Warrior Lane
Waukee, IA 50263
P: (515) 978-7944
AskMe@waukee.org

Waukee Public Library Meeting Room Agreement

Complete and return agreement to the Waukee Public Library in person or by email prior to meeting.

Is your group a tax-exempt non-profit organization or recognized civic group? YES NO
Name of Organization:
Purpose of Meeting:
Number of Attendees:
Date of Meeting:
Time of Meeting: From: To:
Contact Person:
Position in Organization:
Address:
Phone:
Email:

Room Requested:

		Maximum Occupants	Amenities
	Manders Meeting Room	16 seated at 6 tables	6 tables, 16 chairs, TV video conf
	Coal Mine Meeting Room	36 seated at 8 tables	8 tables, 36 chairs, TV video conf

Please initial:

☐ I hereby acknowledge that I have read and agree to follow the Waukee Public Library Meeting Room Policy.

☐ I agree to be responsible for all costs and damages that occur to the room, its contents, and furniture/equipment beyond normal vacuuming and trash removal.

☐ I hereby acknowledge I am responsible for returning the room to the original configuration and exiting the room 15 minutes prior to library closing time.

Misrepresentation of the above data or failure to abide by the Library's policies will be cause for denial of further use of the meeting room.

Contact Signature: _____ Date: _____

Library Use Only: Approved by: _____ Date: _____
Special Notes/Instructions: _____