Sioux Center Public Library: Meeting Room Agreement

The **Sioux Center Public Library** (the Library) provides meeting rooms as a limited public forum to support its informational, educational and recreational mission and roles. We appreciate your consideration of using the Library's meeting rooms, and we will try to accommodate your needs within the capabilities of our organization.

This agreement is not all-inclusive. Approval of individual meeting situations not described here will be determined by the Library Director, who is authorized to establish reasonable regulations governing use of the meeting rooms and related fees.

We reserve the right to waive portions of this agreement to accommodate library sponsored meetings and programs.

Priority is given to meetings and programs held or sponsored by the Library Board of Trustees, the Sioux Center Public Library, and the City of Sioux Center. Library functions and programs have first priority. Other than this, meetings rooms are available on a first-come, first-served basis.

Piano and other recitals are allowed in the large Meeting Rooms providing the majority of the pupils live in the Sioux Center Public Library's service area.

RESERVATIONS

1. **SINGLE MEETINGS**
   In order to reserve a meeting room, a request must be made in person, by phone, or via the library website. Requests should be made at least two (2) weeks in advance of the desired meeting date; however, the Library will consider a shorter time frame if the room is available.
2. **MULTIPLE MEETINGS**
   Because of the demand for use of the meeting rooms, the Library may not be able to accommodate groups desiring to schedule multiple meetings. Reservations for multiple meetings may be made up to one year in advance. The Library reserves the right to limit the number of reservations by any organization.
3. **APPLICATION FORM**
   The Library's application form must be completed and submitted by a Library cardholder who is 18 years or older and willing to assume responsibility for the group as well as any fees or damages, and filed with the Library. (Non-profit and official government agencies are exempt from the cardholder

requirement). Reservation confirmations will be provided to the applicant by the library.

4. **REVOCATION OF PERMISSION**
   The Library reserves the right to revoke permission to use the meeting room. Inclusion of false information on the application form and/or failure to comply with meeting room regulations will result in automatic and immediate revocation of permission.
5. **CANCELLATION**
   By groups:
   When it is necessary to cancel a reservation, the Library should be notified immediately. Cancellation less than 24 hours prior to the scheduled meeting time may result in forfeiture of the meeting room fee.

   By the Library:
   The Library reserves the right to cancel any reservation due to unforeseen circumstances or to relocate any scheduled meeting if circumstances warrant. In the event of a Library building or weather-related emergency, the Library reserves the right to cancel the meeting.

6. **RESERVATION CHANGES**
   No changes in room arrangement or equipment requested may be made at the time of the meeting. Changes must be requested at least 48 hours in advance of the meeting time.

   No group may assign its reservation to another group.

HOURS OF MEETING

Meetings should be scheduled during regular Library hours. Groups will only be allowed in the library if staff are present. Hours available for meeting room use are Monday – Thursday 8-9, Friday 8-5, Saturday 9-5.

FEES

An invoice will be sent out AFTER the meeting takes place. For private group parties, a $250 deposit is required – the reservation is not confirmed until the $250 deposit is received.

Meetings Rooms must be vacated by 9:05 pm (Monday – Thursday) and 5:05 pm (Friday and Saturday). If a group goes beyond the allotted time, they will be charged a $20.00 late fee.

Room	Base Rate/Day	Additional Time
Half Meeting Room	$15/hour	
Full Meeting Room	$25/hour	$15/each additional hour or portion of an hour
Conference Room	$10/hour	

Kitchen	No extra fee	
Janitorial setup	$20	

Date rates – use of room for 6+ hrs in a day (as of 6/12/13	
Half Meeting Room	$50 flat fee
Full Meeting Room	$100 flat fee

Day rates generally apply to businesses only. Businesses that require the use of the room for a meeting for **six or more hours** could qualify for the day rate.

- Fees are waived for local tax-supported or governmental agencies whose offices are within the Sioux Center Public Library service area, except for charges for cleaning and damages caused by other than ordinary wear and tear.

AVAILABLE MEETING ROOMS & CAPACITY

ATTENDANCE SIZE

Attendance is limited according to meeting room and seating arrangement. Attendance may not exceed the maximum number of people certified by the Sioux Center Fire Department as the occupancy limit for the rooms.

The following rooms are available for public use:

Room	Capacity
Full Meeting Room (1500 square feet)	With chairs only, up to 100 people
Half Meeting Room (750 square feet)	With chairs only, up to 40 people
Conference Room	Conference table & chairs, up to 12 people Only available during regular library hours

The Staff Room is not a public meeting room.

CONFERENCE ROOM

When not scheduled for meetings, the Conference Room is available during regular Library hours without charge to Sioux Center Public Library card holders in middle school and older. There is a fee for non-cardholders. Please contact the main circulation desk to inquire about the availability. Anyone wishing to **reserve** the Conference Room ahead of time will be required to pay the $10/hour reservation fee.

EQUIPMENT

The Library provides the following equipment for meeting room reservation:

35 Tables & 90 chairs	Microphone
Lectern	Projection screen (in ceiling)
Coat rack	LCD Projector
Presentation easel (no paper)	WiFi access for personal laptops
White Boards	

- If additional tables and chairs are needed, it is the responsibility of the reserving party to make these arrangements. If damages are incurred, damage fees will apply.
- No equipment will be loaned outside the Library.
- The Library Staff will provide some instruction for the use of equipment, but will not be present to operate it for meeting and programs. Arrangement for the instruction must be made on the meeting room application, no later than one (1) week in advance of the meeting date.

KITCHEN USE with MEETING ROOM

The following equipment is available:

Microwave
Refrigerator (not for long term storage)
Sink
Paper towels

The use of additional electrical kitchen equipment, other than that provided by the Library, should be approved in advance by the Library Director.

WASHROOM FACILITIES

Washroom facilities are available and readily accessible.

REGULATIONS FOR USE OF THE MEETING ROOMS

1. The library will only be available for use during normal library hours. No groups will be allowed to stay after hours.
2. No smoking or tobacco product use is allowed on Library property.
3. No alcoholic beverages are allowed.
4. The meeting room and kitchen area must be left in a clean and orderly condition.
5. Groups must supply their own coffee, cream, sugar, and paper products.
6. All equipment and appliances must be left unplugged.

7. The Library does not provide storage or assistance in carrying supplies and materials to the meeting room.
8. The Library will not accept deliveries for groups that have scheduled meetings.
9. Organizations may not use the name, telephone number, or address of the Library, even on a temporary basis, except for notification of location of a specific meeting. The Library will not receive non-emergency calls or take messages for individuals or organizations.
10. Promotion of non-library-sponsored events must not imply Library sponsorship or endorsement.
11. Signs with meeting information may be displayed on approved Library signs in the lobby. The signs may contain only the name of the organization and the time and room of the meeting. No other signs will be displayed anywhere else inside or outside the Library on Library property. (A limited number of signs are available and must be requested on the application form).
12. Minors (i.e., under the age of 18) may use the meeting room only under direct and constant supervision of adults, who will assume full responsibility for activities and conditions. There must be one adult for every 15 minors at non-Library related meetings.
13. Members of the reserving party are expected to set up and take down the room as their needs dictate. A $250 refundable deposit may be required to offset any damages incurred to the room, furniture, or equipment.
14. Nothing (signs, decorations, etc.) may be attached to the walls (except where and in the manner allowed), ceiling, floor, furniture, equipment, or doors. Decorations are limited to those that are free-standing and conform to fire regulations.
15. Non-Library related literature may not be distributed on Library property except during a meeting or program of a group in the meeting room they have reserved. (The Library provides display space for non-Library literature and announcements of non-commercial nature of local service organizations and governmental agencies.
16. It is not permissible to rearrange Library furniture or to borrow furnishings from other parts of the Library.
17. Hazardous materials including, but not limited to, paints, solvents, and explosives are prohibited. Candles and other fires are prohibited.
18. Babysitting service for the children of persons attending meetings is not provided by the Library. Meeting room attendees may not leave children age 8 and younger unattended in the Library, in accordance with Library agreement.
19. Membership and activity fees may be collected for non-commercial organizations. Meetings of commercial organizations should be educational in purpose; direct solicitation of goods or services on Library property is discouraged.
20. Should any special cleaning be required as a result of a group's use of the meeting room, a charge of $25.00 per hour or fraction thereof will be made for janitorial labor and equipment.
21. The use of additional electrical kitchen equipment, other than that provided by the Library, should be approved in advance by the Library Director.

22. Meetings Rooms must be vacated by 9:05 pm (Monday – Thursday) and 5:05 pm (Friday and Saturday). If a group goes beyond the allotted time, they will be charged a $20.00 late fee.
23. Groups must comply with the Americans with Disabilities Act and are responsible for providing qualified interpreters and/or auxiliary aids, upon request, for their programs.
24. Library personnel must have free access to meeting rooms at all times. The Library retains the right to monitor all meetings conducted on Library premises to ensure compliance with Library rules and regulations.
25. Any person or group using a meeting room shall agree to indemnify and hold harmless the Sioux Center Public Library and its representatives from and against any and all claims, demands, judgments, settlements, damages, actions, causes of actions, injuries, administrative orders, consent agreements and orders, liabilities, penalties, costs and expenses of any kind whatsoever, which may arise or be asserted, directly or indirectly, with regard to the use of the room.

The Library will not discriminate in making its premises available for use on the basis of viewpoints expressed by users or the race, national origin, religion, sex, sexual orientation, political affiliations or physical limitations of its users. Use of the meeting rooms does not constitute sponsorship or endorsement of the users or the users' beliefs by the Sioux Center Public Library or the Board of Library Trustees. Advertisements or announcements implying or stating such endorsement are prohibited.

EXCLUSIONS

1. Programs which are not suitable for the Library's physical facilities.
2. Programs which are not in keeping with the Library's goals and objectives, or which would impede, disturb, or endanger Library staff, patrons, and/or visitors; or which endanger the Library building or collection; or which otherwise interfere with the proper functions of the Library by causing excessive noise, safety hazard, security risk, etc.
3. Commercial enterprises promoting or causing the sale of property or services for monetary gain.

DAMAGES AND LIABILITY

Any individual, group, or organization using the meeting rooms shall be held responsible for willful or accidental damage to the Library building, grounds, collections or equipment caused by the group or organization, its members or those attending its program.

Questions that are not covered in this agreement should be addressed to the Library.

APPEAL AND REVIEW

The Board of Trustees of the Sioux Center Public Library will review the meeting room agreement and regulations periodically, and reserves the right to amend them at any time. The Board authorizes the Library Director to waive regulations under appropriate circumstances.

Any appeals for changes in, or exceptions to, any portion of the meeting room agreement will be considered. An individual or organization wishing to file an appeal shall submit it to the Library Director in writing.

The Library Director will respond in writing. If the individual or organization feels that the response is unsatisfactory, he/she may submit a written request for consideration by the Library's Board of Trustees. The Board of Trustees will review the request and notify the organization or individual of their decision in writing. The Board's decision is final.

MEETING ROOM FEE STRUCTURE

CLASS 1

A. Local community service organizations.

B. Local tax-supported government agencies (includes schools).

C. Non-profit organizations with state or national affiliation.

Room	Base Rate	Additional Time
Half Meeting Room	no fee/donations welcome	no fee
Full Meeting Room	no fee/donations welcome	no fee
Conference Room	no fee/donations welcome	no fee
Kitchen	no fee/donations welcome	no fee

CLASS 2

A. Private organizations or individuals.

B. Commercial

Room	Base Rate/Day
Half Meeting Room	$15/hour
Full Meeting Room	$25/hour
Conference Room	$10/hour
Kitchen	No charge

Date rates - use of room for 6+ hrs in a day (as of 6/12/13	
Half Meeting Room	$50 flat fee
Full Meeting Room	$100 flat fee

If Library staff assistance is required prior to, during, or after program, there is a charge of $12 per hour or portion of an hour. (This excludes normal set-up and removal which is specified on application form when contract is made.)

****By using the meeting rooms, you agree to the terms, regulations, and rates listed above.**

Adopted: 01/01/09

Revised: 12/19/2013, 6/11/2014