

# LeClaire Community Library- Meeting Room/Study Area Policy

## I. Purpose of Policy

The LeClaire Community Library welcomes the use of the public meeting areas for individuals and non-profit organizations. Use of the library's meeting areas does not imply endorsement of any concept or any program by the City of LeClaire, the LeClaire Community Library's Board of Trustees or individual staff members.

The library offers three public meeting space options:

- One (1) Community Meeting Room, seating up to 36 people.
- One (1) Adult Reading Room, seating up to 10 people.
- Three (3) Study Rooms, each seating up to 8 people.

Meeting areas are available for use by the public during the library's regular hours of operation only. Individuals or groups must vacate meeting areas five (5) minutes prior to closing time.

Adult Reading Area & Study Rooms are available for use by patrons who require a quiet atmosphere in which to pursue individual study, as well as to contain the noise of small group discussions.

The Community Meeting Room is available to larger groups of patrons during operating hours only. Exception: After-hours programs associated with library services or support, when staff is present and with authorization of the Library Director.

To ensure the rooms are available, clean & functional for all members of our community, the LeClaire Community Library Board of Trustees sets forth the following rules governing the use of the library meeting areas.

## II. Reservation of Rooms and Availability

- A. Advance or walk-in reservations are acceptable, either in person or via telephone/email. Responsibility for the room lies with the individual placing the reservation.
- B. Individuals/organizations reserving the Community Meeting Room must complete the *Meeting Room Reservation/Hold Harmless* form prior to the event. No public meetings may take place outside of regular operating hours.
- C. Reservations for the Community Meeting Room may be made up to six months in advance. Reservations for the Adult Reading Area & Study Room(s) may not be made more than four (4) months in advance.
- D. Meeting reservations will be scheduled in library meeting areas relative to the size of the area/group. Upgrades to larger areas are permitted based on daily availability, if there are no pending reservations for the desired area. Reservation guidelines for the meeting areas are as follows: Community Meeting Room (8-45, seating for 36); Adult Reading Area (1-10 people); Study Rooms (1-8 people).
- E. No admission fees may be charged for meetings scheduled or held spontaneously in any library meeting/study area. Non-profit activities only- no public exhibitions or displays are permitted.
- F. Individuals must be at least 21 years or older to reserve the Community Meeting Room, and 14 years of age or older to occupy a study room.
- G. Reservation start times are firm. If the patron does not arrive within 15 minutes of the scheduled reservation time, the time will be made available to other users.
- H. Routine failure to notify the library of a cancellation may result in loss of meeting area reservation privileges.

- I. Patrons are expected to vacate the meeting area in a timely fashion if another reservation is scheduled for the area.
- J. If the meeting area is vacated prior to the reservation's end time, the time will be made available for other users.
- K. Electronic equipment owned by the library should be requested at the time of reservation. See staff for availability.
- L. Reservations may be made for periods of up to four (4) hours per day. Any reservation extending beyond four (4) hours may be extended *after* the initial reservation has expired and it will be based on the availability of the area in question.

### III. Rules of Use

#### General Conditions of Use

- A. *When in use*, all public meeting areas/study rooms are to remain unlocked. *When vacant*, the Community Room/Study Rooms are to remain locked.
- B. The library meeting areas may not be used for meetings or discussions that encourage or promote violence against, or physical injury to, individuals or groups of individuals.
- C. Use of library meeting areas as a place to conduct regular "for-profit business" or "office hours" is prohibited.
- D. Individuals or groups meeting within the library may not actively solicit library patrons for membership to any organization.
- E. The Community Meeting Room & Adult Meeting Area set-up/clean-up is the responsibility of the applicant. Available quantity of chairs/tables should be confirmed at the time of reservation. See **Meeting Room/Hold Harmless Agreement** for applicable charges/fees.
- F. Individuals using library meeting areas must comply with all library policies and shall immediately cease actions deemed in violation of these policies upon request. Failure to abide by the library's policies and rules will result in suspension or termination of an individual's meeting area privileges.
- G. The library will not provide storage for patrons using any of the public meeting areas.
- H. Patrons are responsible for the safety/security of their personal belongings at all times. Items left behind will be placed in the library's *Lost and Found*.
- I. Patrons who need to leave the library during their reserved time can reschedule a reservation without penalty. A rescheduled reservation will be treated like any other reservation.
- J. Use of tobacco products and consumption of alcohol on library premises is strictly prohibited.
- K. All users will abide by the library's *Customer Behavior Policy*.

#### Adult Reading Room

- A. Due to the location of the Adult Meeting Area, meetings taking place in this area must be open to the public.
- B. Meetings in the Adult Meeting Area may not exceed ten (10) people.
- C. Food & drink are permitted. Clean-up is the responsibility of the reserving party.
- D. Because it is a library collection area, all meeting materials must be confined to table tops. All floor space and areas of the library collection must remain accessible to the public.

#### Study Rooms

- A. The study rooms are for the purposes of quiet study and discussion. The study rooms are intended for use by up to eight (8) people not to exceed each room's seating capacity (see Sec. II above).
- B. Patrons younger than 14 yrs. must have an adult (18 years of age or older) present in the study room at all times during use.

- C. Food and drinks in covered non-glass containers are permitted. Clean-up is the responsibility of the user.
- D. Furniture may not be brought into or removed from a study room without approval by library staff. Other quiet areas exist in the library and patrons are encouraged to use those areas for study purposes which may fall outside of these specifications.
- E. Patrons may not leave their possessions unattended in a study room during their reservation for any reason for longer than 5 minutes. Patrons who leave the room unattended for more than 15 minutes will forfeit their reservation. Upon notification, an exception will be made to accommodate patrons needing time to find library materials to bring into the study room. However, the library cannot assume responsibility for the security of private belongings or equipment.

#### Community Meeting Room

- A. The Community Meeting Room is available only during the library's regular hours of operation.
- B. Meetings in the Community Meeting Room may not exceed 45 people- seating available for 36.
- C. Food & beverages are allowed in the Community Meeting Room. Set-up/clean-up is the responsibility of the requesting party.
- D. All Chairs & tables must be returned to the storage closet by the responsible party prior to departure.

#### **IV. Charges and Fees**

Use of library meeting areas is free of charge, with the following exceptions:

- a. If the room is not restored to its original order and requires extra custodial cleaning, the library will bill the user to cover the cost of that labor.
- b. If the room is damaged beyond regular wear and tear, the library will bill the user for repair or replacement costs. The library is the sole determinant of whether damaged furnishings or equipment can be repaired or must be replaced. The library will make all arrangements for repairs to walls, floors, furniture, etc.
- c. If library equipment is missing after a room has been used, the library will bill the user for the costs of replacement.
- d. Overtime costs to staff the library beyond its regular schedule will be billed to the user for any use of the meeting areas that extend beyond the library's regularly scheduled hours of operation.
- e. For any of these instances (Sec.IV), individuals will not be permitted to reserve meeting area spaces again until charges have been paid.

Violations of any part of this policy may be considered grounds for loss of meeting/study area privileges. The Library Director will determine the penalty for misuse of the meeting/study areas, up to and including permanent suspension of privileges.

The LeClaire Community Library Board of Trustees, LeClaire Community library staff and/or the City of LeClaire are not responsible for accidents, injury, or loss of property while using the library public meeting & study areas.

Note: Library sponsored programs are conducted at the discretion of the Library Director. As such, library programs may supersede the above policy as necessary, at the Director's discretion.

Adopted the LeClaire Community Library Board of Trustees 6/11/13, 9/12, 11/11