

## **Waterloo Public Library**

### **MEETING ROOM POLICY**

The Waterloo Public Library provides meeting rooms for library sponsored or co-sponsored programs and conferences which meet the library's civic, informational, educational, cultural, and recreational goals. When not in use for library activities, these meeting rooms are available to nonprofit community organizations and committees under the following guidelines approved by the Library Board. The Library Board neither approves nor disapproves of content, topics, subject matter, or points-of-view of individuals or groups using the meeting rooms.

#### **WHO MAY USE THE MEETING ROOMS**

Approval is granted for a single meeting or a brief series of meetings (extending no longer than two (2) weeks). Rooms are not intended to be a group's regular meeting place. Exceptions may be made at the discretion of the Library Director.

Organizations using the meeting rooms may not charge admission fees other than regular membership dues. Exceptions may be made at the discretion of the Library Director.

Meeting room usage is limited to groups not commercial in nature.

The Library does not provide space for personal social events such as birthday parties, showers, holiday parties and receptions.

#### **HOW TO RESERVE A ROOM**

Application forms to reserve a meeting room may be obtained at the welcome desk on the first floor of the library. The form requires the organization or group name, title of the program, any special equipment needed, the number of people expected, name and phone number of person responsible for meeting, and the exact times of arrival and departure.

#### **REGULATIONS**

The meeting rooms are available for use only during the hours the library is open to the public. Meetings must end at least fifteen (15) minutes before the library closes.

Users are responsible for their own set up and breakdown. All rooms must be returned to their original condition immediately after the meeting is completed. Failure to do so will result in charges of not less than \$25.00 for labor, material, and overhead to cover the cost of room pickup, cleaning, and/or damages. Groups should check in at the welcome desk before setting up and notify the welcome desk when leaving.

#### **FOOD AND BEVERAGES**

Simple refreshments may be served in the Harry M. Reed meeting rooms, provided the room(s) and kitchenette are left in the condition they were found. Users must bring their own utensils and supplies.

No smoking or alcoholic beverages are permitted anywhere on the premises. Food or beverages may not be carried to other parts of the library.

## **EQUIPMENT**

All meeting rooms are served by projection and audio equipment. Members of the public who wish to use library equipment must be trained by library staff. Arrangements for use of equipment and for training need to be made at the time the room(s) are reserved. Equipment brought in from the outside must have prior approval of library staff.

## **DISCLAIMERS**

No organization, without the permission of the Library Director, may list the address of the Waterloo Public Library as its official address.

Groups may not use the Waterloo Public Library name or logo in any way that implies Library endorsement or sponsorship of the groups' activities.

The Library reserves the right to refuse reservations.

The Library does not page or take telephone calls for groups or individuals in meetings in the library.

The Library is not responsible for accidents, injury, loss or damage to the private property of individuals or organizations. Neither the Library Board, staff, nor the City of Waterloo will be responsible for the property of individuals or organizations meeting in the library, or take responsibility for storage of materials.

Individuals or organizations meeting in the library must agree to indemnify and hold the Library and the City of Waterloo harmless from any and all liability, claims, actions, causes of action, and/or damages, which may arise, or allegedly arise during use of the library facilities. This shall include obligation to defend the Library and the City of Waterloo and to be responsible for any legal fees incurred and pay any judgments entered.

**Amended by Board of Trustees. 2/11/14**  
**Amended by Board of Trustees. 2/09/09**  
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