

POLK CITY COMMUNITY LIBRARY MEETING ROOM POLICY

The Polk City Community Library welcomes public use of its meeting room. The room is an extension of Library services and may be used for civic, community, cultural, educational, political, religious, or social activities. Individuals, groups, or organizations using the facility must adhere to the following guidelines approved by the Director of the Polk City Community Library and members of the Library Board of Trustees.

ELIGIBLE USERS AND FEES

First consideration will be given to the programs and activities sponsored by the Library, Friends of the Library, and the City of Polk City. However, once any group, whether it is one of these three groups, or any other group or individual, has been granted use of the meeting room, that group's or individual's reservation cannot be canceled over the request of another group or individual.

Library related groups, departments of the City of Polk City, and non-profit organizations will not be charged to use the meeting room.

All others will be charged \$50.00 per day rental fee. A day shall comprise the hours of 7 a.m. to 11 p.m.

A deposit of \$50.00 is required by everyone, excluding departments of the City of Polk City. This deposit will be returned if the room is cleaned according to stated guidelines.

RESERVATIONS

Reservations for the meeting room must be made with the Library Director or the Assistant Director. A completed and signed application for the use of the facility must be on file at the Library along with the \$50.00 deposit before the room will be reserved.

If an organization would like to use the meeting room on a monthly

basis it will be with the understanding that their application will be reviewed on a yearly basis or sooner if needed. If there should be a change they will be given a 60 day notice and will be required to give the Library the same consideration.

Anyone under the age of 21 must have an adult over the age of 21 co-sign the application. This adult must also provide adult supervision during the entire time that the meeting room is in use.

GENERAL RULES FOR MEETING ROOM USE

Normal operation of the Library is not to be disrupted by those using the meeting room. Individuals attending meetings or functions are responsible for the supervision of their children.

Alcoholic beverages, smoking, and candles are not permitted in the meeting room. Attachments to interior and exterior surfaces in the meeting room are not allowed.

Room occupancy of 140 persons must be observed. The meeting room is equipped with chairs and tables. It is the responsibility of the user to arrange meeting room furniture to fit their needs and return the furniture to its original arrangement.

The user is expected to leave the meeting room in an orderly and acceptable condition according to the check-list provided by Library staff.

The Library is not responsible for the private property of individuals, groups, or organizations using the room or for any accidents or injuries that may occur. Storage of any materials for groups using the meeting room is forbidden.

The Library reserves the right to bill an individual, group, or organization reserving the meeting room for any loss or damage incurred to Library property or if more than routine cleaning is necessary.

Permission to use the meeting room does not imply that the Library endorses the program content, topics, subject matter or points of view of individuals using the meeting room. The Library Director will be the

final authority in granting or refusing permission.

To ensure parking for other Library patrons, groups of ten or more using the meeting room are asked to park at the Discovery Day Care Center just east of the Library or the Methodist Church north of the Library. The Discovery parking lot is available after 6 p.m. on weekdays and all day on weekends. The Methodist Church parking lot is available anytime.

Failure to comply with any of the above guidelines can result in immediate or future denial of permission to use the Library's meeting room. The Library reserves the right to approve or deny requests for the use of the meeting room.

APPROVED BY LIBRARY BOARD
DATE _____

Revised _____

LIBRARY BOARD PRESIDENT