

## 806 Meeting Room and Lobby Use Policy

See also related policies: Discussion Rooms (810), Copyright (814), Policy for Library Programs (702), Confidentiality (802), Cable Television Channel Programming (703), Theft Defacement or Alteration of Library Materials and Resources (811), Alcohol (817), and Conduct in the Library (809). See also Code of Iowa City.

- 806.1 The purpose of the Library's meeting rooms is to provide space for library programs and events, to fulfill the Library's role as a community center, where the public can attend informational, educational, cultural events and to champion the principles of intellectual freedom by providing a forum for the free exchange of ideas.
- 806.2 Rooms are available to non-profit corporations (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), a candidate's campaign committee (as defined in Iowa Code §68A.102(5)), a political committee (as defined by Iowa Code §68A.102 (18)), a non-profit citizen's group that provides appropriate contact information, a governmental subdivision, or a department/division/bureau of a governmental subdivision. Rooms are not available for use as a regularly scheduled classroom or study space by educational institutions. Rooms are not available for private parties.
- 806.3 Organizers of City-wide, free cultural or civic events that appeal to a variety of ages are encouraged to use Library meeting rooms and may request exceptions to regular practice.
- 806.4 Use of the Lobby as a community collection location for donated materials distributed by agencies in Johnson County will be considered on a case-by-case basis. The organization must provide the collection receptacle. Limits will be placed on the size of the collection receptacle and amount of time items are collected. Security of the collected materials cannot be guaranteed.
- 806.5 Groups may have bookings only for a single meeting or for a brief series of meetings extending for no longer than two weeks at any one time. Rooms are not intended for a group's regular meeting place or for multiple day exhibitions or displays.
- 806.6 There is no fee for the use of library meeting rooms. All rooms are set in a standard room set-up and groups are responsible for returning the room to the standard set-up. Groups will be charged for labor and materials to cover the cost of resetting the room, damage or extraordinary room clean up that results from use (minimum charge: \$50).
- 806.7 Selling and fundraising in the Library's meeting rooms and lobby are prohibited except for events that benefit the Library. Book selling by the presenter or local book store is permitted when the author is speaking at a Library-sponsored or co-sponsored event.
- 806.8 Admission may not be charged for any events in Library meeting rooms except for fundraising events sponsored by the Library or ICPL Friends Foundation that benefit the Library. Charges to recoup actual cost of food and materials are acceptable on a case by case basis as authorized in advance by Library staff.
- 806.9 Groups using Rooms B or C may move a table into the lobby area outside of Rooms B or C during their meeting. Lobby use may not impede the flow of people in and out of the building or to other meeting rooms.
- 806.10 The Library neither approves nor disapproves of content, ideas or subject matter presented in meeting rooms and does not accept responsibility for ensuring accuracy or that all points of view are represented.

- 806.11 Events scheduled in Meeting Room A or when A, B, and C are used in combination must be open to the public. Meetings scheduled in Meeting Rooms B, C, D, and E may be closed to the public.
- 806.12 Meeting room reservation information is a public record and subject to public notice. Contact information for individuals reserving the rooms is required and will be visible on the Library website and other media.
- 806.13 Meeting rooms will be available for use during the hours the Library is open. If staffing permits and with prior arrangement, meetings in Rooms A, B, C, and D may begin before the Library opens, except on Sundays and holidays, and may end up to 30 minutes after close, except on weekends and holidays. Meetings in Room E are limited to Library hours only.
- 806.14 Simple refreshments may be served in the meeting rooms. Preparing food in the meeting rooms is not permitted. Groups are responsible for clean-up and extraordinary debris removal.
- 806.15 Meeting room users must follow all applicable City ordinances and codes. Alcohol is prohibited in all meetings rooms except as outlined in Library Policy 817-Alcohol in the Library.
- 806.16 The Library Board of Trustees or the City of Iowa City are not responsible for accidents, injury, or loss of individual property incurred by groups or individuals while using the meeting rooms or lobby.
- 806.17 Users of equipment, the piano, or the Control Room must reserve equipment in advance and provide valid identification and sign a statement of responsibility.
- 806.18 Library programs and events take priority over non-library bookings, but advance reservations will not be cancelled without prior notification of at least eight weeks.
- 806.19 This policy shall be administered by the Library Director, or her/his designee, who is authorized to adopt rules to implement it. An exception may be granted depending on room availability and staff resources.

Revised: March, 1984

Revised: September, 1986

Revised: October, 1989

Revised: March, 1991

Revised: May, 1991

Revised: February, 1996

Revised: December, 1998

Revised: January 2002

Revised: August 2002

Revised: September 2002

Revised: April 2004

Revised: April 2007

Revised: April 2010

Revised: April 2013

Revised: April 28, 2016

Revised: May 24, 2018