

Oelwein Public Library Meeting Room Guidelines and Group Responsibilities

- ✓ Submit an application at least 24 hours prior to the event (or the Friday before weekend dates)
- ✓ Upon your arrival, check in at the circulation desk.
- ✓ Prior to departure, report any spills or maintenance issues as well as the **number of attendees** to the librarian at the circulation desk. If your event is scheduled to end after library hours, this may be done via telephone 319-283-1515 or email to [oelwein@oelwein.lib.ia.us](mailto:raelwein@oelwein.lib.ia.us) **within 24 hours**.
- ✓ If your deposit is not picked up within one week or arrangements made at the time of the original booking it will be considered to be a donation to the Oelwein Public Library. This can be done at the circulation desk between 9:30–5:00 Monday- Friday.

MEETING ROOM POLICY

The Oelwein Public Library offers meeting rooms to further the Library's mission to serve the needs of the community. The meeting rooms are available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Guidelines for Use:

- Organizations or groups may use the meeting rooms to promote cultural, educational or civic activities.
- Organizations or groups may not use the meeting rooms as office space to meet with clients.
- The meeting rooms may not be used for private events such as birthdays, confirmations, etc.
- Use of the meeting rooms by individuals or groups does not constitute an endorsement by the Library of the content of the program or the views expressed by the participants.
- No fees will be charged for the use of the meeting rooms.
- Groups and individuals may not sell merchandise, fundraise, solicit for later sales contacts or placement of orders, or charge admission fees or tuition. If groups offer materials in connection with study groups, conferences and similar events, they may accept donations to cover the cost of materials. *Exception: Events sponsored by Oelwein Public Library, the City of Oelwein, Friends of the Oelwein Public Library, or the Oelwein Public Library Foundation, and county, service area, and state library group meetings are exempt from the above restrictions.*
- **Exempt groups need to fill out application for reference purposes. No deposit required.**

Scheduling:

- Priorities:
 - Elections (Oelwein Public Library is a designated polling place.)
 - Library programs and activities
 - Library related groups' programs and activities
 - City of Oelwein programs and activities
 - Community groups and individuals

- The meeting room is available during library hours. The meeting is to end and the building vacated by 10:00 PM.
- Reservations must be made by an adult who will be held responsible for any damage incurred to the building or equipment and must be in charge of any children/minors under age 18 attending the meeting.
- Each group is limited to a total of **2** meetings per month, not to exceed **12** meetings per calendar year.
- Meetings may not be scheduled more than **6 months** in advance.

Facilities:

- The meeting room is limited to the capacity of 60 seats. (maximum capacity of 84)
- Controlled substances, alcohol and smoking are not permitted.
- Materials or equipment owned by any individual or group may not be left or stored at the library. The library will not be responsible for any material left in the library.
- No materials or property shall be moved in or attached that will damage floors, walls, or woodwork.
- Each group is responsible for setting up the room and returning it to its original condition.
- Kitchen facilities may be used for **cold** light refreshments.
- *Exception: Events sponsored by Oelwein Public Library, the City of Oelwein, Friends of the Oelwein Public Library, or the Oelwein Public Library Foundation, and county, service area, and state library group meetings are exempt from the above restrictions.*

Staff Assistance:

- The staff is not available to deliver telephone messages, unless there is an emergency.
- Presenters using meeting room equipment are expected to have a basic knowledge of their use. Staff cannot provide in-depth training but will answer basic questions about the equipment.

Study Room:

- Available during library hours.
- Limited to the capacity of 6 seats.
- Testing and studies will take precedence.
- Reservations limited to a total of **2** times per month, not to exceed **12** times per calendar year.
- Reservations may not be scheduled more than **6 months** in advance.

In certain circumstances, exceptions may be made at the discretion of the director.

The Board of Trustees reserves the right to

- deny use of the facility to any individual or group for causing damages or for improper use of the facilities.
- levy a fee or require a deposit.

APPLICATION FORM FOR USE OF MEETING ROOM

Please read the policy before filling out the application form, as you are agreeing to the policy when you sign the form. This application may be submitted in person, by mail, by attaching this form to an email and sending to oelwein@oelwein.lib.ia.us or by fax to 319-283-6646. Upon approval of completed application, a **\$10.00 deposit will be required to confirm your reservation.** Any costs arising from loss, damage, or excessive janitorial services will be your responsibility.

Today's Date _____ Name of Organization _____

Title/Purpose of Event _____

Name of Responsible Individual _____

Address _____

E-Mail _____ Phone _____

Date of your event/meeting (one per sheet) _____ Day of Week _____

Start Time (allow for set-up) _____ End Time (allow for tear-down) _____

Number of people expected to attend _____

Please count the actual number of people who attend and notify a librarian; call 283-1515 or e-mail to oelwein@oelwein.lib.ia.us within 24 hours.

Do you have a need for any equipment (Please circle any needed equipment)?
Microphone Projector Laptop Cable TV DVD Player Whiteboard Easel

I have read the meeting room policy and agree to abide by it.

Signature _____ Date _____

If you would like to give a donation for use of the room, it would be most welcome. Please make checks out to the Oelwein Public Library Foundation.

For use by Library Personnel only:

Date application turned in: _____ Deposit Received: yes no

Approved ___ Not Approved ___ Reason _____

Notification Date _____ Employee _____

Notes: _____

Number of Attendees: _____

Deposit Returned ___ Date _____ by _____ Room Inspected – Date _____ Time _____

Initial _____