

**Cedar Falls Public Library
MEETING ROOMS POLICY**

For library use only	Staff Initials: _____
Circle room assigned: Conference room	Meeting room

DISCLAIMERS

- No organization, without the permission of the Library Director, may list the address of the Cedar Falls Public Library as its official address.
- City facilities or grounds may not be used for political campaign purposes. However, candidate debates or forums may be held in city facilities or on city grounds so long as at least two candidates seeking the same office are invited to attend the debate or forum. Precinct caucuses and caucus education or training may be held in city buildings where other public meetings are allowed. Caucus education or training may not include fundraising or other campaign work and may not include advocacy for or against a candidate or for or against a ballot issue.
- Groups may not use the Cedar Falls 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 Cedar Falls 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 Cedar Falls 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 Cedar Falls and to be responsible for any legal fees incurred and pay any judgments entered.

APPLICATION FOR USE OF LIBRARY MEETING ROOM

Name of Reserving Individual: _____

Name of Organization (if applicable): _____

Purpose of Meeting: _____

Description of Meeting: _____

Email Address of Reserving Individual: _____

Phone: _____ Anticipated Attendance: _____

Day and Date of Meeting: _____ Start Time: _____ End Time: _____

Is AV equipment needed?: Yes No

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

Signature: _____ Date: _____

Approved as revised 07/11/18, 09/04/19, 10/02/19, 5/4/22, 7/6/22