

Cedar Falls Public Library MEETING ROOMS POLICY

The Cedar Falls 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 not-for-profit 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

Community organizations and committees are defined as local not-for-profit clubs, organizations, professional associations, or groups engaged in civic, cultural, or educational activity who are located in the Cedar Valley or at the state or federal level of government.

Approval is granted for a single meeting or a brief series of meetings, no more than three at once, not to exceed twelve per calendar year. Rooms are not intended to be a group's regular meeting place. Bookings may not be made more than three months in advance.

HOW TO RESERVE A ROOM

With this policy there is an application form to reserve a meeting room. This may be picked up from the library at either the service desk on the first floor or the reference desk on the second floor, or printed out from the library's webpage, <https://cedarfallslibrary.org/library/library-policies/>. The form requires the organization or group name, description of the meeting, 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. Information collected from the meeting room application is intended to ensure that library staff can communicate with the reserving party.

REGULATIONS

The meeting rooms are available for use only during the hours the library is open to the public. 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. All organizations must take reasonable precautions to avoid damage of equipment, furnishings, floor cover, and other library property. The library reserves the right to require a damage deposit from the organization's reserving party. Meetings held in the library's meeting rooms are open to the public.

Meeting rooms may not be used for:

- Meetings, programs or events involving the sale, advertising, solicitation, or promotion of commercial products or services.
- Private social gatherings or parties.
- Fundraising activities, except those where the Cedar Falls Public Library is the sole beneficiary and that have received prior approval from the Library Director.

The reserving party should check in at the reference desk before setting up and notify the reference desk when leaving.

FOOD AND BEVERAGES

Refreshments may be served in the 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, e-cigarettes, or alcoholic beverages are permitted anywhere on the premises. Food or beverages may not be carried to other parts of the library. Users will empty any full trash bins, carrying out the trash.

**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