



## Meeting Room Policy

### Purpose

The Orange City Public Library offers meeting rooms as a public service for use by individuals, community organizations, and those that wish to provide an open forum for knowledge, ideas, and cultural enrichment.

### General Information

- Patrons using the Library meeting rooms must sign the ***Meeting Room Agreement***.
- Library functions always have first priority for use of the facilities.
- Rooms:
  - Rieckhoff Room accommodates a maximum of 25 people with tables or a maximum of 45 people without tables.
  - The study rooms accommodate up to 6 people.
  - The Lower Level Meeting Room accommodates a maximum of 55 people with tables or a maximum of 75 people without tables.
  - The maximum limit per room may vary depending on configuration and presenter needs.
  - All meeting rooms are equipped with a Smart TV and internet access.
- Parking is limited.
- Use of the library meeting rooms does not constitute an endorsement by the Library of the philosophies, practices or viewpoints of the participants.
- Advertisements explicit or implicit of endorsement are prohibited.

### Rules & Requirements

- The following information is required: name, organization address, phone number, and email address. (See meeting room agreement.)
- Reservations must be made by an adult 18 years or older for uses other than academic use.

- All meetings must be free of charge.
- Solicitation is prohibited.
- Fundraising is prohibited.
- No personal information may be gathered about attendees without their permission.
- Meeting room fees:
  - Room set-up charge \$25
  - Damaged property (actual damages)
  - Excessive clean-up fee \$25
  - Commercial/For profit groups
    - 25/4 hours
    - \$50/8hours
    - \$75 for 9 or more hours
- Meeting rooms are available from:
  - 9:00 am – 7:45 pm Monday and Thursday
  - 9:00 am - 4:45 pm Tuesday, Wednesday and Friday
  - 10:00 am – 1:45 pm Saturday
- Groups allowed to use the rooms free of charge\* include:
  - Non-profit corporations as defined under section 501(c)(3) or under the Internal Revenue Code
  - Candidate campaign committees [Iowa Code 68A.102(5)]
  - Political committees [Iowa Code 68A.102(18)]
  - Non-profit-citizen's groups
  - Governmental subdivisions
  - Individuals using the room for study or as a private quiet space
- The room must be put back to the original arrangement.
- Users are responsible for the cost of repairs and/or cleaning.
- All groups must abide by the Library Code of Conduct.
- Smoking, vaping & alcoholic beverages are not permitted.
- Groups must comply with the "Americans with Disabilities Act" and each group is responsible for providing qualified interpreters or auxiliary aids, if requested. The user assumes the cost of reasonable accommodations.
- Failure to comply with library meeting room policy may prohibit future use of the meeting rooms.

Room availability is at the discretion of the Library Director. The Orange City Public Library reserves the right to cancel any scheduled activity.

**Reserving a Room**

- Reservations may be made by calling 712-707-4302 or by emailing (infor@orangecitylibrary.org)
- Rooms may be used on a first come first served basis.
- Rooms may be reserved up to three months in advance.
- Cancellation notice is required 24 hours before the room rental.