

# Tipton Public Library

## Library Meeting Room Policy

### PURPOSE:

- This policy is in accordance with all local, state and federal laws and the Tipton Public Library Disruptive Behavior policy.
- The Tipton Public Library provides meeting rooms to be used by individuals and community organizations, with priority for use of rooms given to Library-sponsored programs.
- The meeting rooms are available at no charge to nonprofit organizations and committees, if meetings take place within regular library hours.
- Any advertising must not imply library sponsorship and use of the meeting rooms does not constitute endorsement by the Library.

### POLICY:

- Forums or informational meetings for potential elected officials are allowed; however, no attendee's names, addresses, email addresses, or other personal information may be gathered at the time of the meeting. No handbills, campaign literature, or other items intended to solicit votes may be distributed at the meeting.
- The library board is the final authority for granting permission or refusing use of the library meeting rooms.

### PROCEDURE:

- The meeting rooms are available to the public for a \$25.00 charge per day, when used within library hours and a \$50.00 charge per day when used before or after library hours.
- In accordance with Iowa Code 2011, Supplement, Section 721.2, #5, meeting rooms are not available to groups/individuals to sell merchandise, do fundraising, or solicit contacts for later sales contacts or placement of orders, or charge admission fees or tuition.
- Fundraising of any kind is prohibited.
- Reservations must be made by an adult (18 years or older) who will be held responsible for any damage. Please notify the library staff of any damages, spills, or maintenance-related issues before leaving the premises.
- The length of time needed for the meeting room should include time for setting up and putting back in order at the end of the meeting including vacuuming, taking out trash, wiping down and putting away tables and chairs.
- All meeting attendees must vacate the library meeting room 15 minutes prior to closing time. Library staff will not stay past closing time to conduct library business for those who are attending meetings; those transactions should take place prior to the meeting time. Failure to comply may result in losing the privilege of using the library meeting room.
- Meeting room requests must be made in writing. Request forms are available at the library or online at the Tipton Public Library website: [www.tipton.lib.ia.us](http://www.tipton.lib.ia.us). Request forms, proof of liability insurance and check must be turned in to the library before requested date of room is entered on calendar and reserved.
- Rooms may be reserved for up to 6 months in advance of the event.
- Meeting rooms are not available for use on major holidays.

Reviewed/approved by the Library Board of Trustees, June 2020