

5.1 Meeting Room and Study Room Policy

Pella Public Library

Adopted 5/9/00; Last revised: 7/10/18

The Pella Public Library Board welcomes public use of the Library's meeting rooms by civic, community, cultural, educational, political or religious organizations. Use of a meeting room does not constitute library endorsement of the viewpoints expressed by participants in the programs.

The meeting room and study rooms are not available for business promotions, to sell merchandise or services, solicit for later sales, placement of orders, or client contact by commercial businesses. Exception: Programs or sales conducted by the Friends of the Pella Public Library, the City of Pella, or the library itself.

All meetings held at the library must be free of charge. No admission, collection or donation may be taken. Exception: With approval, permission may be given for a room to be used by professional or cultural organizations for seminars and programs or by area colleges for courses of an educational or cultural nature. Any fees necessary to support these programs or cost of program materials must be collected outside the library.

Groups using the library's rooms must bring their own supplies. The library does not provide paper products or other supplies. Markers and other tools may be checked out from the Circulation Desk. Equipment must be reserved at the same time the room is reserved.

Users of the Meeting Room are expected to clean up after themselves and take their trash to the dumpster in the alley. A broom and dustpan are provided to sweep litter from the floor. Larger messes (such as a spill that needs to be mopped) must be reported immediately to library staff.

Meeting Room

AVAILABILITY:

The meeting room is available for use only during hours the library is open, Monday through Saturday. The meeting room is not available on Sundays. Library sponsored activities will be given priority in scheduling. The library reserves the right to cancel or relocate a meeting if circumstances warrant. If the library cancels a meeting, the deposit will be promptly refunded.

RESERVATIONS:

The meeting room is reserved on a first-come, first-served basis, and may be scheduled up to one year in advance. Thirty minutes will be scheduled between meetings. Reservations may be made online from the library's website or by submitting the written Reservation Request form. An email address is required. Online reservation requests must be submitted at least 24 hours in advance of the meeting. Same day reservations must be requested in person at the library. No phone reservations are accepted. Reservation requests may be rejected at the discretion of the Library director; such decisions may be appealed to the Library Board of Trustees.

DEPOSIT:

Everyone using the meeting room will pay a \$25.00 deposit. Deposits made more than six months in advance of a meeting must be made in cash. Deposits made by check or money order must be dated within six months of the date of the meeting. At the discretion of the director, a single deposit

can be made for multiple meetings, but such a deposit must be in cash. **The room deposit must accompany the written application, or be received in the library within 7 days of the online request, and at least 24 hours in advance of the meeting.** Deposits may be dropped off at the library or mailed to the library, but deposit checks should not be placed in the book drop. Payment of the deposit does not guarantee a room reservation. If the reservation request cannot be met, the library will promptly return the deposit. After the meeting takes place, the library will refund the deposit by mail or destroy the check if all conditions have been met. The organization will forfeit its deposit if:

- The room has not been returned to acceptable condition, or
- The furniture has not been returned to the standard arrangement, or
- The meeting extends past the library's closing time.

The library reserves the right to bill organizations for damaged library property or room clean-up beyond the \$25 deposit.

FURNISHINGS:

A group or organization using the meeting room is responsible for arranging tables, chairs, and equipment. Immediately after the event, all items must be returned to their standard arrangement as posted on the meeting room wall. Groups using the room are expected to leave the room in an orderly and acceptable condition with all personal property and trash removed. No provisions can be made for storage of equipment or supplies by groups using the meeting room.

DECORATIONS:

Table decorations are allowed. No tape, tacks, or other attachments to the interior or exterior surfaces are allowed. Furniture and equipment from the Library are not to be moved into the meeting room without permission from the library staff.

FOOD AND DRINK:

Refreshments are allowed in the meeting room only. Groups may use the coffee pot and refrigerator in the kitchenette, but must provide their own supplies (coffee, filters, cups, napkins, etc.). The supplies stored in the kitchenette are the property of the library and are not to be used by others. The kitchenette must be left clean and the coffee pot turned off.

ADVERTISING

Groups that choose to advertise their use of the library meeting room must specify that their meeting or program takes place in the meeting room of the Pella Public Library, not simply in the library. Advertisements must also include a disclaimer that the meeting or program is not sponsored or endorsed by the Pella Public Library. The name of the sponsoring person or organization, along with contact information, must also be included in the advertisement.

ADDITIONAL INFORMATION:

- Maximum room capacity is 50 people.
- Parking in the library lot is limited to three hours.
- The use of alcoholic beverages is not permitted in the Library.
- Smoking is not permitted in the Library or on Library grounds.
- No lit candles or open flames are allowed.
- Persons under the age of 18 must be kept under adult supervision at all times.
- No group may assign its reservation to another group.
- No buying or selling is permitted without prior approval from the Director and/or the Board.

- The Library Use Policy governing conduct in the library applies to those using the meeting room.
- Any group that is disorderly or violates approved regulations will be asked to leave. The Library Director is also authorized to deny permission for future use of the Library meeting room to such groups.
- This policy is available online and in the library.
- The person(s) making arrangements will be responsible for compliance with all conditions.

Study Rooms

The library has five study rooms. There are three small study rooms, appropriate for one or two people, and two larger study rooms, appropriate for up to six people. Large study room 5 is the technology-enhanced Collaboration Room.

Provisions:

1. Study rooms are available for individual and group study. Commercial use is prohibited.
2. Study rooms are locked at all times. Patrons will check in at the Circulation Desk for access to the rooms. A library card or valid ID is needed to use the room, and will be kept at the desk.
3. Online reservations must be made at least 24 hours in advance, and may be made up to one year in advance. A library card and an email address are required for online reservations. Same day reservations can be requested in person or by phone.
4. Reservations will be held for 10 minutes after the beginning of the reservation. The reservation will be cancelled after 10 minutes if the user does not show up.
5. Unreserved rooms will be available on a first-come, first served basis.
6. Smaller groups may be asked to move to a smaller room to allow a larger group to use a larger room.
7. There is no time limit on the use of study rooms, other than the hours of the library. There is no limit on the number of times a user can reserve a study room.
8. Library sponsored activities will be given priority in scheduling.

PELLA PUBLIC LIBRARY
603 Main St., Pella, IA 50219
MEETING ROOM RESERVATION REQUEST

Today's date _____

Name of Contact person: _____

Address: _____

Phone: _____ Email: _____

Organization/Group: _____

Date needed: _____

Time needed: _____

Purpose of meeting: (Give a brief description) _____

Is this meeting free to those attending? Yes No
If no, please explain _____

Is this meeting open to the public? Yes No
If no, please describe who will attend _____

Approximate number of people who will attend: _____

Will you serve refreshments? yes no
If yes, what type? _____

Equipment requested (please circle): AV cart TV/DVD player Overhead projector
(There is an LCD projector mounted on the ceiling. If you need cables, ask at the desk on the day of your meeting.)

Deposit check should be RETURNED or DESTROYED (circle one)

I, the undersigned, have read the Pella Public Library meeting room policy. I accept the responsibility for the room, the condition of library equipment and furniture used, and for returning the room in its standard arrangement. If these conditions are not met, I understand that I will forfeit my deposit and may be billed an additional amount for damage or clean up.

Signature: _____ Date: _____

This form is a request. If we can fulfill your request, we will confirm room availability and notify you by e-mail or phone, typically within 2 business days. Deposit must accompany this request.

Staff use only:

Deposit: _____ Reservation Confirmed / Denied Notified: _____

Pella Public Library
Meeting Room Standard Arrangement

The Board table is located at the front (west side) of the room with 8 black fabric chairs arranged around it.

The black leather chairs go against the back (east) wall.

The small rectangular table belongs in the corner next to the entrance to the kitchenette.

The podium stands in the Northwest corner.

Return other tables to the table rack with carpet pieces between them.

Stack any stackable chairs on racks and return the racks to the coat rack area.

Return any equipment to the Circulation desk.

Leave the window shades up.

Do not leave food, supplies, or dirty dishes in the meeting room or the kitchenette.

Empty the coffee pot (including filter & grounds) and turn it off.

Take trash to the dumpster in the alley.

A broom and dustpan are provided to sweep litter from the floor. Larger messes (such as a spill that needs to be mopped) must be reported immediately to library staff.

Turn off the lights.

Library staff will raise the projection screen.

If you do not find the room in this arrangement when you arrive, please notify the library staff. You are *still* responsible for leaving the room in this arrangement after your meeting.

