

BETTENDORF PUBLIC LIBRARY INFORMATION CENTER MEETING ROOM AND STUDY AREA POLICY

I. Purpose

The Bettendorf Public Library provides public access to its meeting rooms, study and conference areas for use by individuals, community groups, and organizations in accordance with this policy.

II. Definitions and Descriptions

- *Meeting Rooms*- Available during most regular hours of operation, Monday-Saturday unless required for library or library co-sponsored programs. Meeting rooms may be reserved in advance. Meeting rooms are not available for public use on Sundays, or after regular hours of operation.
- *Conference and Study Rooms*- Available free of charge during regular hours of operation, on all days the Library is open to the public on a first-come, first-served basis.

Meeting Rooms:

- Bettendorf Room - *Capacity 230*
- Bettendorf Single Room- *Capacity 50*
- Gilbert Room- *Capacity 50*
- Lilienthal Room- *Capacity 50*
- Kelinson Room - *Capacity 36*
- Malmros Room - *Capacity 24*
- Junior League Program Room- *Generally reserved for library programs. On occasion, may be utilized for public meeting overflow, as determined by staff. Capacity varies according to need and use of space.*

Conference Rooms:

The Library provides public access to two (2) conference rooms:

- RDA Room- *Capacity 8*
- SCRA Room- *Capacity 4*

Study Rooms:

The Library provides public access to ten (10) Study Rooms: *Capacity 3 (each)*

Please Note:

Use of meeting room/conference/study spaces in no way implies library endorsement of ideas expressed in meetings or the aims and goals of individuals or groups using these spaces. Should the Library receive questions or complaints regarding the objectives or activities of any organization, group or individual requesting use of these spaces, the library board shall be the final authority in granting or refusing permission for the use of the rooms. Organizations may not advertise the use of the library facility in any way that implies sponsorship by the Library. Any publicity by organizations using the meeting room/conference/study spaces, independent of library sponsorship, may not include the Library's telephone number, library logo, or brand.

Interpretation of this policy is left to the discretion of the Library Director. Final authority rests with the Board of Trustees.

III. General Rules of Use

To ensure the spaces are available, clean and functional for all members of the community, the Bettendorf Public Library Board of Trustees sets forth the following guidelines defining the use of library meeting/conference/study areas:

BETTENDORF PUBLIC LIBRARY INFORMATION CENTER MEETING ROOM AND STUDY AREA POLICY

- Individuals using library meeting/conference/study areas must comply with all library policies and shall immediately cease actions deemed in violation of this or any library policy upon request. Failure to abide by the Library's policies and procedures may result in suspension or termination of meeting/conference/study area privileges. See *Rules of Conduct Policy*.
- Meeting/study/conference areas will be assigned or scheduled according to capacity and need, and may change depending on circumstances at staff discretion. Time limits may apply.
- Meeting rooms remain locked when not in use. Rooms will be unlocked by staff upon request of the reserving party at the start of meeting time. See Service Desk staff for assistance.
- When *in use*, all public meeting/conference/study areas are to remain *unlocked*.
- Library meeting/conference/study areas may not be used for meetings or discussions that encourage or promote harassment, violence, physical injury to individuals or groups of individuals, or conflict with the intent and scope of the Library's mission.
- Use of the Library's meeting/conference/study areas is designated for use by individuals, groups and organizations as *public* meeting places. Use of these spaces to conduct for-profit business, *office hours*, or host private personal parties or events is prohibited.
- Individuals or groups meeting within the Library may not actively solicit library users for sales/business purposes, or membership to any organization.
- Some meeting spaces have standard setup arrangements and must be returned to original setup by close of meeting, unless otherwise arranged. See *Section VI-Setup/Teardown Guidelines*.
- Availability of chairs/tables should be confirmed at the time of reservation. See *Section-V* of this policy and *Meeting Room Application* for associated charges/fees.
- General clean-up of meeting or event materials within meeting/conference/study areas is the responsibility of the applicant or user.
- The Library will not provide storage for individuals or groups using any meeting/conference/study areas.
- No materials or objects of any type may be attached to walls or doors, etc. without permission of library administration.
- Users are responsible for the safety and security of personal belongings at all times. Items left behind will be placed in the Library's *Lost and Found* for a limited period. Reasonable effort will be made by staff to notify the owner. Unclaimed or untraceable items will be disposed of or donated.
- Meetings held in these spaces must not disrupt general library services, staff, or other library users.
- The Library is a smoke-free facility. Smoking of any type on library premises is strictly prohibited.
- Consumption of alcohol on library premises is prohibited. See *Rules of Conduct Policy*.
- The Library reserves the right to cancel the use of meeting spaces at any time, at the discretion of the Library Director or designee.

IV. Meeting Room Reservation and Availability

Responsibility for the room(s) lies with the individual placing the reservation. It is the responsibility of the contact person to notify the Library if contact information for reservation changes.

- General Meeting Room Reservation Times- Meeting Rooms may be scheduled from 9:00 AM-8:30 PM (M-TH); 9:00 AM-5:00 PM (F-SA).
- Meeting rooms are not available for use on Sundays.
- Extended Meeting Times- Available M-TH, only. General meeting room use concludes 30 minutes *prior* to library closing. Exception: Meetings scheduled to start prior to 9:00 AM and extend past 8:45 PM (M-TH) must be scheduled *at least one week in advance* and will be

BETTENDORF PUBLIC LIBRARY INFORMATION CENTER MEETING ROOM AND STUDY AREA POLICY

accepted dependent upon availability of staff. Fees will apply. See *Section V – Charges and Fees*.

- Advance or Walk-in Reservations- Accepted, either in person or via telephone/email. Individuals and organizations reserving library meeting rooms must complete the *Meeting Room Application* prior to the event. A copy of this policy will be provided at time of reservation. Meeting rooms may be scheduled at six (6) month intervals and up to six-months in advance. A new application, including the full name of the organization and name of the contact person may be required annually, or to update application information, as needed.
- Availability of Meeting Spaces- Meeting room reservations are scheduled in library meeting areas relative to the size of the area and group. Upgrades to larger areas are permitted, based on daily availability.
- Public Fees and Exhibits- Admission fees or charges of any type may not be issued by any individual or group utilizing library spaces. No public exhibitions or displays are permitted without approval of library administration.
- Age Guidelines- Individuals must be at least 18 years or older to reserve meeting rooms or an adult (18 yrs or older) must co-sign the application and provide adult supervision during the meeting time.
- Reservation Start Times- Meeting reservation times are firm. Reservations which are not claimed within 15 minutes of the scheduled start-time may be forfeited and made available to other users. Routine failure to notify the Library of cancellation may result in loss of meeting room privileges.
- Reservation End Times- Meeting rooms which are vacated prior to the reservation's end-time may be made available to other users. Individuals or groups utilizing library meeting rooms are expected to vacate the meeting areas at the close of reservation, in a timely fashion.

V. Meeting Room Charges and Fees

Fees must be paid in advance, or at the start of each meeting. Billing services are not available.

- Departments of the City of Bettendorf- No charge
- Friends of the Library and Library Foundation Events- No charge
- Iowa Caucuses- No charge
- Non-profit Groups- \$5.00 per meeting, per room or section.
- For-profit Groups- \$40.00 per hour, per room or section.
- Extended Reservation Time- Meetings scheduled to start before 9:00 AM or extend after 8:45 PM (T-TH only) will be charged an additional \$50.00 per hour, or any portion thereof. Additionally, overtime costs required to staff the Library beyond regular hours of operation will be billed to the user for any unscheduled use of the meeting areas.
- Audio/Visual Equipment- \$5.00 per meeting, per item (Note: Audio amplification devices owned by the Library for hearing assistance are available to the public at no charge, for in-house use only. See staff for list of items available for use.
- Damaged/Missing Equipment- Charges vary. See *Sec. VIII* of this policy for guidelines.
- Meeting room Setup and Teardown- Users anticipating assistance with changes to room setup may:
 - a) Change the room setup and return to prior setup during the time of the reservation.
 - b) Request setup assistance with Administrative Services at time of meeting reservation.
 - c) Pay a fee of \$20.00 per hour for post-event setup/teardown service by library staff.

VI. Meeting Room Setup/Teardown

Room setup may vary based on location, as follows:

- Bettendorf, Gilbert, Lilienthal and Junior League Program- These rooms provide banquet tables and stackable chairs to allow for flexible setup. Alternate setup/teardown services for

BETTENDORF PUBLIC LIBRARY INFORMATION CENTER MEETING ROOM AND STUDY AREA POLICY

Bettendorf, Gilbert, Lilienthal and Junior League Program rooms can be arranged in advance, for a fee, at time of reservation. See *Sec. V for Fees*.

- RDA and SCRA Rooms – Conference Style. Alternate setup not available.
- Kelinson Room- Classroom style. Alternate setup not available.
- Malmros Room- Conference style. Alternate setup not available.

VII. Meeting Room Cancellations

- Cancellations must be reported at least 24 hours in advance of the meeting start-time, by the contact person on file (only).
- Pre-paid meeting reservations cancelled with less than 24 hours notice will forfeit fees paid for that date. Repeat cancellations with less than 24 hours notice may result in loss of meeting room privileges.
- Individuals or groups who must leave the Library during reserved time may reschedule a reservation without penalty. A rescheduled reservation will be treated as any other reservation.

VIII. Damaged/Missing Equipment

- Individuals and groups utilizing public meeting areas/conference/study rooms are responsible for leaving the areas in the condition they were found.
- If the space is damaged or left in condition beyond regular wear and tear, the Library may bill the user for cost associated with cleaning, repair or replacement of damages to equipment or facility. The Library Director will determine whether damaged furnishings or equipment can be repaired or must be replaced. The Library will make all arrangements for repairs to walls, floors, furniture, etc.
- If library equipment is missing after a room has been used, the Library will bill the user for the costs of replacement.

IX. Technology Equipment and Assistance in Meeting Rooms (only)

Projection and audio systems are available for use in all meeting rooms. The Library does not provide laptops for public use. The Library does provide audio amplification devices for public use upon request, dependent upon availability. See staff for assistance and details.

- Remote Controls- To utilize the Library's projection system, a remote control must be signed out at the Service Desk, *by a representative of the reserving party*. Failure to return projection remotes at the close of a reservation may result in replacement charges billed to the reserving party and future loss of meeting room privileges for the individual or group.
- Setup, Personal Technology, and Troubleshooting- *Library staff is not available to assist in setup, configuration, or troubleshooting of personal technology devices of any kind*. Individuals or groups planning to utilize the Library's projection or sound equipment are encouraged to schedule an appointment with staff to preview meeting area and sound/technology accommodations *in advance* of scheduled meeting time to confirm setup options and compatibility of library equipment/spaces with personally owned devices. Staff can assist in providing location of library connections and equipment and start-up/shutdown instructions only, by appointment or as available.
- Reservation of Equipment- Equipment may be reserved at the Library's Service Desk or Administrative Services Office at time of room reservation.
- Library Wi-Fi Connections- Library Internet connections are *unsecured*. See *Computer and Electronic Access Policy* for additional information and usage guidelines.

BETTENDORF PUBLIC LIBRARY INFORMATION CENTER MEETING ROOM AND STUDY AREA POLICY

Conclusion

Violations of any part of this policy may be considered grounds for loss of meeting/conference/study area privileges, at the discretion of the Library Director.

The Bettendorf Public Library Board of Trustees, Bettendorf Public Library staff, or the City of Bettendorf are not responsible for accidents, injury, or loss of property while using the Library's public meeting, conference, and study areas.

Note: Library sponsored programs are conducted at the discretion of the Library Director or designee. As such, library programs may supersede these policy guidelines, at the Library Director's discretion. Every attempt will be made to find an acceptable alternate time and location for public meetings impacted by library program schedules.

Conduct within library meeting, conference, study, and reading areas is maintained in accordance with established library policy. See *Rules of Conduct Policy*.

Approved by the Bettendorf Public Library Board of Trustees

Reviewed January, 1988
Revised, October, 1993
Revised, January, 1997
Revised, August, 1997
Revised, November, 1997
Revised, October, 1999
Revised, April, 2000
Revised, April, 2002 and May, 2002
Reviewed 11/05
Revised 8/06
Reviewed November, 2008
Revised December, 2010
Reviewed/Revised September 2014
Reviewed/Revised 12/11/14
Reviewed/Revised 12/8/16
Revised 2/9/17