# Cedar Falls Public Library
## MEETING ROOM 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 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

Approval is granted for a single meeting or a brief series of meetings. Rooms are not intended to be a group's regular meeting place. Exceptions may be made at the discretion of the Library Director.

Organizations using the meeting rooms may not charge admission fees other than regular membership dues, or conduct direct sales. Exceptions may be made at the discretion of the Library Director.

Meeting room usage is not intended for use for personal parties, such as showers, funerals, birthday parties, etc.

### HOW TO RESERVE A ROOM

Application forms to reserve a meeting room may be obtained at the Information desk on the first floor of the library. The form requires the organization or group name, title of the program, 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

### 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 organizations.

Groups should check in at the Reference Desk before setting up and notify the Reference Desk when leaving.

### FOOD AND BEVERAGES

Simple 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 or alcoholic beverages are permitted anywhere on the premises. Food or beverages may not be carried to other parts of the library.

**DISCLAIMERS**

No organization, without the permission of the Library Director, may list the address of the Cedar Falls Public Library as its official address.

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 Organization: _____

Name of Program: _____

Name of Individual: _____

Address: _____

Phone: _____ Anticipated Attendance: _____

Date of Meeting: _____ Day of the Week: _____

Start Time: _____ End Time: _____

Equipment Needs: _____

I have read the meeting room policy and agree to abide by it.

Signature: _____

Date: _____

Approved as revised 5/4/11



Circle Room Assigned: Conference Room Meeting Room