

Zastrow Meeting Room Policy

As a resource to the community, the Charles City Public Library offers a meeting room for use by the public. A \$20 nominal fee is required per day of use. This fee will be waived for nonprofit community groups at the discretion of the Library Director. In addition to the fee, a damage deposit will be required for the room. (Please refer to the meeting room reservation sheet for deposit specifics.)

Use of the meeting room is governed by the following policy.

- Prior to reserving the meeting room, the deposit and fee must be received by the Library. Deposits not donated to the Library will be available for refund if the user abides by policy.
- Users are responsible for:
 - Set-up of the room, including arranging furniture and equipment.
 - Returning the room to its original configuration, cleaning and removing all trash.
 - Making arrangements for any after-hours entry and exit from the building, if applicable.
 - Informing the Library in advance if the meeting has been cancelled.
 - Supervising any minor children while using the meeting room.
 - Any damage to the meeting room, Library equipment or Library facilities during the use of the meeting room. Damages will be charged to the adult/organization that reserved the room.
- For events that occur during hours that the Library is open to the public, Library staff will:
 - Let users into the meeting.
 - Provide limited assistance with questions about facilities and equipment. Meeting room users are strongly encouraged to plan ahead. Extended questions about the facilities or equipment may be answered by the Library Director or designee.
- For meetings that start or end after-hours, users must enter/exit the building on their own through the parking lot door. Users who fail to pick up a key or lock

Zastrow Meeting Room Policy

themselves out of the building should not expect that Library staff will provide assistance when the Library is closed.

- Set up time and cleaning should be included in the time the room is reserved.
- The Library kitchen has several coffee pots for use. Instructions are on the inside of the cabinet doors.
- The Library provides wireless Internet access throughout the building. No code is required.
- Any use of other Library equipment must be planned and arranged for in advance of the meeting. As this equipment is used by other organizations outside the Library, one should not assume it will be available.

Prohibited Activities:

- Affixing banners, signs, artwork, or other materials to the painted walls. The picture rail or upholstered walls are designed for hanging such items.
- Alcoholic beverages or other controlled substances.
- Smoking or any open flame, such as candles.
- Programs involving the sale, advertising, or promotion of commercial products or services.

Reviewed and approved 5-22-2015