

## Purpose

The primary purpose of the Zastrow Meeting Room is the facilitation of library-related activities. When the room is not being used for these purposes, it will be available to other users for non-commercial use.

## Fees

A \$25 non-refundable fee is required per day of use, and a \$50 refundable damage deposit is required. This usage fee may be waived for nonprofit community groups and government agencies. The deposit will be waived for government agencies; both the usage fee and deposit is required for elected officials campaign activities or community outreach. The deposit can be donated to the library or may be returned to the user providing library policy is adhered to during the event. A deposit may be kept on file for up to 6 months for re-occurring events.

## Scheduling

Requests for the use of a meeting room must be submitted to the Charles City Public Library scheduler by filling out the reservation request form in person or on-line. The deposit and fee must be received at the time of the reservation. Electronic reservations will be held for 3 business days to allow users to drop off reservation fees to the library. If payment is not received within 3 days, the pending reservation will be cancelled, and room will be available to be reserved by a different user. Reservations are accepted on a first-come, first-serve basis. Users may request a maximum of three separate events at any one time, and a maximum of five consecutive days in any one month. The meeting rooms are not intended for long-term training or semester-long classes.

The library reserves the right to revoke permission to use the meeting room and will refund all fees paid.

## Equipment

The meeting room is equipped with public WIFI, projector, screen, and sound system. A laptop is available upon request and must be reserved separately. Other library equipment may be used in the meeting room if reserved and checked out in accordance with the Equipment Lending Policy. Reserving the room does not guarantee other library equipment will be available to use.

## Room Use

- The user may move and rearrange the tables and chairs, but furniture **must** be returned to its original position.
- All equipment must be turned off and returned to its place or returned to the circulation desk.
- The picture rail or upholstered walls are provided to hang banners, signs, artwork, or other materials. **No adhesive may be used on the painted part of the walls.**
- The user is responsible for supervising attendees, including children, while using the meeting room. Any unattended children in the library are subject to the Unattended Child Policy.
- Food and non-alcoholic beverages are allowed in the meeting room. All refreshments (including coffee and condiments) are to be provided by the user. **Users must clean up the room, kitchenette, coffee pots, and discard their own trash.** No food items may be left in the fridge unless otherwise arranged with library staff.
- Smoking is not permitted anywhere on library property. No open flames allowed.
- Users must comply with posted fire regulations. The fire alarm is in the lobby by the main library exit/entrance. A fire extinguisher is available in the lobby by the kitchenette.

### **After Hours Room Use**

Users must enter/exit the building on their own through the parking lot door. **Users are responsible for making arrangements for after-hours access.** Staff will not be available to assist outside of the library's regular hours.

### **Cancelations**

The user will give the library advanced notice of a cancelation. If the meeting room is not occupied within 30 minutes of the reserved time, it will be considered available for use by others. The organization is responsible for notifying members of schedule changes.

### **Other**

- The library is not responsible for theft or damage of personal items occurring in connection with use of the meeting rooms.
- Use of the meeting room by individuals or groups does not constitute an endorsement by the library.
- Approval of meeting room situations not described here will be determined by the Library Director, who is authorized to establish reasonable regulations governing use of the meeting room and related fees.
- The Charles City Public Library name must not be used as an event sponsor (implied or otherwise) or endorsement unless permitted in writing by the Library Director. The following statement should be used on promotional materials: "*This program is sponsored by \_<organization>\_ and will be held in the Zastrow Meeting Room at the Charles City Public Library.*"
- On-duty staff will provide limited assistance with questions about facilities and equipment. Extended questions about facilities or equipment may be answered by the Patron Services Librarian or the Director.
- Programs involving the sale of, advertising for, fundraising for, or promotion of commercial products or services is not allowed. Fundraising for political purposes is not allowed.
- Failure to abide by this policy will result in forfeiting deposit. If the costs of replacement or repair exceed the damage deposit, the library will bill for loss & damage and cleaning expenses.

The library reserves the right to deny use of the facility to any individual or group for any reason.

**Approved 8/12/2021, Amended 10/14/2021.**

**Questions/Concerns contact the library director, 641-257-6319 or [director@charles-city.lib.ia.us](mailto:director@charles-city.lib.ia.us)**



# Zastrow Room Rental Agreement

ORGANIZATION \_\_\_\_\_

DATE ROOM IS TO BE USED \_\_\_\_\_ TIME \_\_\_\_\_

*Allow for set up and tear down time.*

NAME OF RESPONSIBLE PARTY \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**Please initial in the box on the left of the form to acknowledge and agree to each policy.**

\_\_\_\_\_ **The Zastrow Meeting Room requires a \$25 nonrefundable fee for each day of use.** I acknowledge that I will not be able to receive a key or hold my event until I pay this fee. CCPL will receive this fee in the following form:

\_\_\_\_\_ Cash      \_\_\_\_\_ Check      \_\_\_\_\_ My org. is exempt (*requires staff approval*)

\_\_\_\_\_ **A \$50 deposit is required to make the reservation.** I understand the Zastrow Meeting Room policies and acknowledge that failure to respect these policies may lead to forfeiture of my deposit. After my event, CCPL will handle the deposit as marked:

\_\_\_\_\_ Donate the entire deposit to the library.

\_\_\_\_\_ Staff will mail the deposit to me. I will provide a stamped, self-addressed envelope before or at my event to mail the deposit back.

\_\_\_\_\_ Keep my deposit on file for recurring events. Checks will be honored for six months following their date of issue; cash deposits can be held indefinitely.

\_\_\_\_\_ Shred the deposit. (*valid for checks only*)

\_\_\_\_\_ I will come to the library 1-14 days following my event to pick up my deposit.

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_ I acknowledge that checks will be shredded and that cash deposits will be treated as donations if I fail to pick up my deposit, fail to provide necessary materials to staff, or fail to give direction to staff upon check expiration.

\_\_\_\_\_ If my event is not during regular library hours, I will pick up a key 1-3 days before my event.

\_\_\_\_\_ My event is during the day, and this is not applicable.

\_\_\_\_\_ If my event is public, I will attach a short summary and allow 1-2 business days for staff to add the information to the Zastrow Meeting Room calendar.

\_\_\_\_\_ My event is private, and this is not applicable.

**By signing below, I acknowledge that I have read the Zastrow Meeting Room policy and agree to the terms as listed. I acknowledge that I am responsible for any cost that may be incurred in my use of this room. I also understand that I will forfeit my deposit if I do not adhere to the Zastrow Meeting Room policy.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

***For use by Library Personnel Only***

*Date Application turned in:* \_\_\_\_\_ *Staff Initial:* \_\_\_\_\_ *Notes:* \_\_\_\_\_

*Deposit Returned:* \_\_\_\_\_ *Date:* \_\_\_\_\_ *Staff Initial:* \_\_\_\_\_ *Number of Attendees:* \_\_\_\_\_

# CCPL COVID-19 POLICIES FOR ZASTROW MEETING ROOM USAGE

ORGANIZATION \_\_\_\_\_

NAME OF RESPONSIBLE PARTY \_\_\_\_\_

EXPECTED NUMBER OF GUEST \_\_\_\_\_

Enacted by the Charles City Public Library Board on *January 13, 2022*.

**Please initial in the box on the left of the form to acknowledge and agree to each policy.**

\_\_\_\_\_ **A maximum of 50 persons are allowed in the Zastrow Meeting Room at one time.** This capacity does not include other areas of the library, the public parking lot, etc.

\_\_\_\_\_ **Food is not allowed for groups larger than 30 persons.**

\_\_\_\_\_ I acknowledge that COVID policies may be updated prior to my event.

- **Should these restrictions loosen**, the library is not guaranteed to contact me regarding this change. I acknowledge it will be my responsibility to follow up with the library to obtain the most up-to-date copy of these policies if I so desire.
- **Should these restrictions tighten**, the library will contact me to inform me of changes affecting my event and present me with a new copy of this document for my acknowledgement.

**By signing below, I acknowledge that I have read the Zastrow Meeting Room's current COVID-19 policy and agree to the terms as listed. I understand that I will forfeit my deposit if I do not adhere to the Zastrow Meeting Room's most current COVID-19 policy at the time of my event.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_