



Zastrow Meeting Room Policy

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 August 12, 2021. Amended October 14, 2021.