

## 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 \$50 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. The deposit will be waived for government agencies; both the usage fee and deposit are 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 check may be kept on file for up to 6 months for reoccurring events; cash may be held indefinitely with the user's permission.

### Scheduling

Requests for the use of the meeting room must be submitted to the Charles City Public Library scheduler by filling out the room agreement form in person or online. The deposit and fee must be received at the time of the room agreement request. Electronic and phone 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 the room will be available to be reserved by a different user. Library staff may make exceptions to these timelines at their discretion.

Reservations are accepted on a first-come, first-served 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 (including lights) and returned to its place or returned to the circulation desk.

- 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. Promotion for MLMs are not permitted.
- 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 drinks are allowed in the meeting room. All refreshments (including coffee and condiments) are to be provided by the user. Alcoholic beverages are not permitted anywhere on library property.
- **Users must clean up the room, kitchenette, coffee pots, and discard their own trash.** Cleaning supplies are in the lobby coat closet and in kitchenette. Do not use Clorox or Lysol wipes on floor.
- Crockpots and coffeepots may be used but must be plugged in directly to the wall and put on a table. No hotplates allowed. Do not use extension cords to extend appliance reach.
- 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.
- **No devices or machines that dispense glitter, confetti, smoke, or other things that might create an unreasonable mess or affect the library HVAC system or electrical system are permitted.**

### **After Hours Room Use**

Users must enter/exit the building on their own through the parking lot door. **Users are responsible for picking up a key for after-hours access.** Staff will not be available to assist outside of the library's regular hours. Users are responsible for ensuring that the doors of the library are securely closed and locked. Users are liable for any damage to library property due to negligence on their part.

### **Cancellations**

The user will give the library advanced notice of a cancellation. 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 staff 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 room scheduler or the Director.
- 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, 7/13/2023, 11/14/2024, 11/13/2025.**



# Zastrow Meeting Room Agreement

EVENT INFO \_\_\_\_\_

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

*Allow for set up and tear down time.*

Circle one: MON TUE WED THURS FRI SAT SUN

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 \$50 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 refundable 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.

\_\_\_\_\_ 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 directions 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 library hours, 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: \_\_\_\_\_

Archival Details: \_\_\_\_\_ Date: \_\_\_\_\_ Staff Initial: \_\_\_\_\_