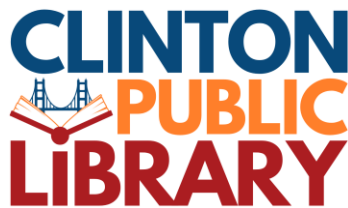


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Clinton, IA 52732  
563.242.8441



[www.clintonpubliclibrary.us](http://www.clintonpubliclibrary.us)  
[info@clintonpubliclibrary.us](mailto:info@clintonpubliclibrary.us)  
Social Media: @iacpl

## Meeting Room Policy

*Last revised August 18, 2025, by the Library Board of Trustees*

The purpose of the Clinton Public Library (CPL) meeting rooms is to provide space for library programs and events, civic, cultural, educational, and informational meetings. Use of the meeting rooms does not imply CPL endorsement of ideas expressed in the meetings or events, or of the goals and objectives of the organizations using the facilities.

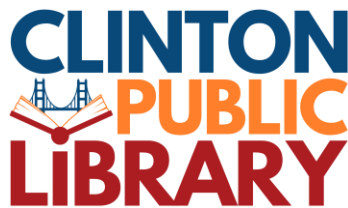
### **Availability:**

- Meeting room use is granted on a first-come, first-served basis. Reservations are made no more than 3 months in advance. Reservation forms must be filled out at least 3 days prior to use and approved by library staff. Reservations may be considered the same day on a case-by-case basis with staff approval.
- Individuals must be at least 18 years or older to reserve meeting rooms, or an adult (18 years or older) must co-sign the application and provide adult supervision during the meeting time, unless approved by staff prior to the meeting.
- Please specify whether this meeting is open to the public. Staff may share the meeting information if requested.

### **Guidelines for use:**

- Groups will be charged for labor and materials to cover the cost of damage to the room or library equipment, or extraordinary room clean up as a result of use. If extra trash receptacles are needed, please ask staff at the time of booking.
- The Meeting room is set in a standard room set-up, and groups are responsible for returning the room to the standard set-up. If more chairs are needed, please let us know and we'll try to accommodate to the best of our ability.
- Food and non-alcoholic beverages may be served in the meeting spaces.
- Some booking information may be visible on our website. Staff will not share contact information.
- The Library's Conduct Policy applies to the use of meeting rooms. See the Library's Conduct Policy. <https://clintonpubliclibrary.us/about/policies>.
- The library reserves the right to revoke permission to use the meeting room. The library reserves the right to change or cancel a reservation due to unforeseen circumstances or library needs.

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### **Main Library Multipurpose Room:**

- Room capacity is set at 75 per the City of Clinton Fire Marshal.
- The Meeting room is available during regular library hours. Meetings must conclude 15 minutes before the library closes.
- Meetings for children and teens must have adult supervision (no less than a 1-10 ratio).
- This room is not available for private parties (i.e. birthday or retirement parties, baby showers, etc.). Please see below for Lyons Library Building.
- Public restrooms may be used during your reserved time by the public or staff not attending your meeting or event.
- Makerspace items are for library programs only unless reserved ahead of time. See the Library's Makerspace Policy.
- Admission fees, donations, or other fees may not be charged or solicited.
- Commercial activities such as selling merchandise, soliciting sales, placing orders, and exchanging monies are strictly prohibited except for events that benefit the library.

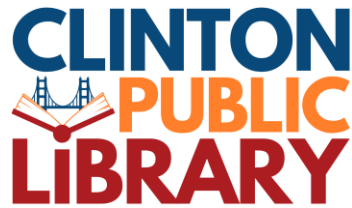
### **Available Equipment:**

55-inch Portable screen with USB, LAN, HDMI, & Mirroring connectivity  
34 chairs and 8 movable tables, WIFI

### **Lyons Library Building: Friends Bookstore & Meeting Space**

- Room capacity is set at 75 per the City of Clinton Fire Marshal.
- Free reservations for not-for-profit groups or organizations.
- A library card is required for reservations. A key will be checked out to you using your library card.
- Payments accepted: credit card, check, or cash prior to use.
- No refunds will be given if not notified 24 hours prior to your booking time.
- Commercial activities for business events, meetings, presentations for financial gain, or private parties will be charged at the following rates:
  - \$25 per hour up to 3 hours
  - \$50 per hour for 4 or more consecutive hours (ex: \$200 for 4-hour block)
  - \$25 minimum cleaning fee will be charged if there is excessive clean-up
  - \$400 Lost Key Charge. This includes the cost to re-key the building.

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**Available Equipment:**

55-inch TV on rolling stand with HDMI and VGA connection, 50 chairs, 5 tables, WIFI

## Lyons Meeting Room

