



306 8<sup>th</sup> Avenue South, Clinton, IA 52732

563-242-8441

[www.clintonpubliclibrary.us](http://www.clintonpubliclibrary.us)

### **Meeting Room Policy**

The purpose of the Library's meeting rooms is to provide space for library programs and events, and civic, cultural, educational, and informational meetings. Use of the meeting rooms does not imply Library endorsement of ideas expressed in the meetings 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 taken not more than six months in advance. Reservation forms must be filled out by responsible party and approved by staff before use.
- The Meeting room is available during regular library hours. Meetings must conclude 30 minutes before library closing. May not go longer without submitting a request for extended time to the Director.
- Room capacity is set at 53 per the City of Clinton Fire Marshal

#### **Types of meetings:**

- Forums or informational meetings for potential elected officials are allowed, but no attendee names, addresses, email addresses, or other personal information may be gathered at the time of the meeting. No handbills, campaign literature, or other items intended to solicit votes may be distributed at the meeting.
- Meetings for children and teens must have adult supervision (no less than a 1-10 ratio).
- Meeting room facilities may be used for traditional meetings only (i.e. a sit-down gathering between a group of individuals during which a discussion or presentation occurs). Crafts, movie screenings, physical activities, and other non-traditional meetings require pre-approval from library staff.
- Rooms are not available for private parties.
- Sales, solicitation of later sales, order placement, or fundraising in the Library's meeting rooms are prohibited except for events that benefit the Library.
- Virtual Meetings: the organizer is responsible for the conduct of attendees and agree to comply with this policy. Staff will set-up the virtual meeting during Library open hours and the organizer will end the meeting and monitor attendees.



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**Equipment:**

- 36-60" TV with HDMI cord
- 35 chairs and 10 movable tables

The Meeting room is set in a standard room set-up and groups are responsible for returning the room to the standard set-up. Groups will be charged for labor and materials to cover the cost of resetting the room, damage to the room or library equipment, or extraordinary room clean up that results from use. If extra trash receptacles are needed, please ask staff.

Food and non-alcoholic beverages may be served in the Meeting Room if pre-approved by library staff. The Library's Behavior Policy applies to use of the meeting rooms.

The Library reserves the right to revoke permission to use the meeting room or virtual meeting room. The Library reserves the right to change or cancel a reservation due to library need.

| Adopted | Revised   | Reviewed | Date of next review |
|---------|-----------|----------|---------------------|
|         | 9.21.2020 |          | Sept. 2023          |
|         | 1.18.2021 |          |                     |
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# Meeting Room Reservation

## Contact Information

Name:

Organization:

Address:

Phone:

Alt. Phone:

Email:

## Reservation Information

Dates

Requested:

Start Time:

Estimated Number of

End Time:

Attendees:

Physical Meeting Room

Virtual Meeting Room

**Additional Comments:**

I have read and agree to the Meeting Room policy.

Signature:

Date: