

## 24. GRIMES PUBLIC LIBRARY MEETING ROOM POLICY

The purpose of the Grimes Public Library's meeting room is to provide space for library programs and events, and civic, cultural, educational, and informational meetings.

The Grimes Public Library offers two spaces for meetings:

The Large Meeting Room seats 39 people. Reservations are taken not more than six months in advance and users may hold no more than two meetings per month.

The Conference Room seats 8 people. The conference room may be reserved twice per week up to 30 days in advance. An individual or group may use the conference room for a maximum of two hours per day. Additional time may be allotted if the room is available. An individual or group allotted additional time must vacate if another individual or group requires the room.

All meetings shall be open to the public and shall not be limited to the membership of the group or organization sponsoring the meeting.

Use of the meeting rooms does not imply Grimes Public Library's endorsement of ideas expressed in the meetings or of the goals and objectives of the organizations using the facilities.

Meeting room use is granted on a first-come, first-served basis. Walk-in use is subject to availability.

Gamers should refer to *Gaming Policy* for list of regulations.

Meeting rooms are available during regular library hours.

A reservation is cancelled if the room is not occupied within 15 minutes of the reserved time or if the room is left unoccupied longer than 15 minutes during the reserved time.

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.

Rooms are not available for private parties.

The Library Board of Trustees, employees of the library or the City of Grimes are not responsible for accidents, injury or loss of individuals' property while using the meeting rooms.

Sale of merchandise, solicitation of later sales, order placement, or fundraising in the Grimes Public Library's meeting rooms are prohibited except for events that benefit the Library. No attendee names, addresses, email addresses, or other personal information for the use of future sales may be gathered at the time of the meeting.

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The Library reserves the right to reschedule or cancel confirmed meeting room reservations to accommodate library-sponsored programs and events. Under adequate notice and for sufficient reason, the Library reserves the right to revoke permission to use the meeting room.

Users 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.

Library policies and applicable federal, state, and local laws are to be obeyed and the operation of the Library is not to be disrupted.

Failure to comply may result in the suspension of Library privileges, which includes exclusion from Library property.

This policy shall be administered by the Library Director, or her/his designee. Exceptions for use may only be granted by the Library Director or his/her designee.

Approved by the Grimes Public Library Board of Trustees: 03/07; 09/12; 01/13; 02/16; 08/16; 02/18