

Meeting Room Terms of Use

North Liberty Community Library

Purpose Statement: Meeting rooms of the North Liberty Community Library are designed to meet general informational, educational, cultural, and civic purposes.

Use of the Library's meeting rooms does not constitute Library or City of North Liberty endorsement or approval of viewpoints expressed by participants in the program.

Under the following guidelines, Library meeting rooms are available at times that do not conflict with daily operations of the Library:

- Meeting rooms are primarily for nonprofit use.
- The meeting/study rooms may not be reserved exclusively for exhibition or display purposes.
- No money or goods may be exchanged in the course of meeting room use and no fees may be charged for attending the meeting. No solicitation for future sales is permitted without prior approval by Library Administration.
- The North Liberty Recreation Department, ph. 319-626-5716, has fee based meeting space available for for-profit purposes.
- Reservations may start no less than 30 minutes before the library's closing time.
- Meeting/study rooms may be reserved for a maximum of three (3) hours unless prearranged.
- Refreshments are welcome. Cleaning equipment is provided for user(s) in white cupboards located in Meeting Rooms A & D.
- Smaller groups may be asked to move into smaller rooms to accommodate a larger group.
- Reservations may be made up to three months in advance and there may be up to three reservations scheduled for a group at a time.
- The library staff is not able to serve as a point of information for patrons with questions regarding meetings other than providing directions to a meeting.

User Responsibility:

- Library property stored in the meeting rooms, including chairs, shall not be removed or transferred to other areas without prior approval from staff.
- After a meeting, the user should leave the room in its standard arrangement (see posted photos) and check out with library staff to secure the space.
- Music or other audio should be limited in volume as to not disturb other library users.
- Clean tables and floor as needed.
- Meetings will not generally be scheduled before or after Library hours. Group representatives may not enter Library buildings or other meeting rooms, nor will deliveries be accepted, before the normal library hours.
- For larger meetings, presenters should direct attendees to park away from the main library doors (west entrance).

Library public meeting room space is not available for the following uses:

- Political campaign purposes (political forums and listening posts are permitted)
- Weddings, showers, reunions or individual/private parties
- Banquets
- Commercial use where personal or business profits are the chief aim of the meeting
- Selling or fund-raising is prohibited in the library's meeting rooms and lobby except for events that benefit the library.

Please note:

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Programs and promotion of Library services or by the City of North Liberty for City-sponsored events will have priority for meeting room use. Terms of use may not apply to Library or City of North Liberty events. External advance reservations will not be cancelled without prior notification of at least six weeks.

When meeting rooms are not in use by the Library or a City department, the meeting rooms are available on a first-come, first-served basis to groups and organizations as specified in this document.

Applicant placing the reservation request is responsible for all reasonable repair or replacement cost for damage to the facility space, fixtures, or equipment utilized during the reservation.

Reservations will be held for fifteen minutes after the beginning of the session. The reservation will be cancelled if the individual or group does not check in for the reservation in that time frame.

The library reserves the right to refuse use of the rooms to individuals or groups who do not adhere to library policies or meeting room terms of use or are disruptive to normal library operations.

The Library Director shall have final authority regarding use of Library meeting rooms.