

GRIMES PUBLIC LIBRARY MEETING ROOM POLICY

The purpose of the Grimes Public Library's meeting rooms 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 holds a maximum of 39 people. The Large Meeting Room may be reserved twice per month up to six months in advance.

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.

Rooms are not available for private parties.

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.

Meeting rooms are only available during regular library hours.

A reservation may be 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.

Individuals and groups using the meeting rooms must contain all handouts, displays, and materials to the reserved meeting room space. All meeting marketing must specify that the meeting location is held within the library's "Meeting Room."

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.

The Library reserves the right to ask the users of the room to keep the door open or closed, lights on, and shades open or closed.

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

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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.

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 resetting the room to the initial 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 supplies, 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 their designee. Exceptions for use may only be granted by the Library Director or their designee.

Approved by the Grimes Public Library Board of Trustees: 03/07; 09/12; 01/13; 02/16; 08/16; 02/18; 05/18; 04/22