

## 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 City of Grimes designates space at the Grimes Community Complex for social events or private parties.

The Grimes Public Library offers the following rooms for public use during regular Library hours. These rooms can be reserved through the calendar found on the Library's website and are granted on a first-come, first-served basis. Online room reservation is not available for same day requests. Walk-in use is subject to availability.

Room	Availability	Capacity	Time Limit	Restrictions
<b>Meeting Rooms A/B and C/D</b> <i>*dividable into Conference Rooms</i>	2x/month up to 6 months in advance	40	none	
<b>Conference Rooms A, B, C, and D</b> <i>*divided Meeting Rooms</i>	2x/month up to 6 months in advance	20	none	
<b>Study Rooms 1, 2, 3</b>	2x/week up to 30 days in advance	3	2 hours	
<b>Study Room 4</b>	2x/week up to 30 days in advance	6	2 hours	
<b>Children's Study Room</b>	walk-in only	3	1 hour	ages 14 and under or accompanying a child
<b>Family Room</b>	walk-in only	N/A	30 minutes	intended for nursing families and sensory modulation

For rooms with time limits, additional time may be allotted as long as no one has a reservation.

The Library reserves the right to reschedule or cancel confirmed room reservations to accommodate library-sponsored programs and events. The Library reserves the right to revoke permission to use a room.

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.

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

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 Library's rooms.

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Use of the Library's 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.

### **Users of Library rooms are required to adhere to the following:**

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

Sale of merchandise, solicitation of later sales, order placement, or fundraising in the Grimes Public Library's Meeting Rooms and Conference 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 room's use.

Users are responsible for resetting the room to the initial set up. Individual responsible for original room reservation 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; 09/23;