

Meeting Room Policy

POLICY STATEMENT

The Atlantic Public Library welcomes the use of its meeting rooms by individuals, community groups, and organizations engaged in educational, cultural, intellectual, or charitable activities.

Use of the Library's meeting rooms does not constitute Library or City of Atlantic endorsement or approval of viewpoints expressed by participants. Advertisements or announcements implying such endorsement are not permitted.

REGULATIONS

Meeting Spaces

- The Library has three meeting rooms available for use free of charge.
 - Meeting Room A – 15 person capacity, 20 person capacity without tables
 - Kitchen can be included for \$5 per use.
 - Meeting Room B – 15 person capacity, 20 person capacity without tables
 - Community Room – 30 person capacity, 50 person capacity without tables
 - The Community Room is both meeting rooms combined. When the Community Room is in use, neither meeting room is available.
 - When one of the meeting rooms is in use, the Community Room is unavailable.

Fees for Meeting Spaces

- To use the kitchen, the fee is \$5 per use.
- To use the Library's projection equipment, the fee is \$25 per use.
- If cleanup is required after a meeting room use, the fee is \$50.

Reserving a Meeting Room

- Library events and sponsored activities take precedence over any group or organization requesting any meeting space.
- A library card is not required to request reserving a meeting room.
- Individuals must be at least 18 years or older to reserve meeting rooms. Anyone under the age of 18 years must have an adult co-sign the application at the time of reservation. In such cases, adult supervision (18 years of age or older) must be provided during meeting room use.
- All reservation requests must be made at least one (1) day prior to use and cannot be made more than three (3) months in advance. Exceptions must be approved by the Library Director.
- Reservations can be requested through the Library's online system or by filling out an application at the service desk upstairs.
- The meeting rooms are available for public use Monday – Saturday, during regular hours of operation. The meeting rooms are not available for use when the library is closed. Exceptions must be approved by the Library Director.
- Meeting room use must conclude 30 minutes prior to the library closing.
- If information on the application is falsified or otherwise misleads the library to the intent or nature of meeting room use, the individual, group, or organization will be suspended from using the library's meeting rooms in the future.

- If a reservation needs to be cancelled or moved, the contact person is responsible for notifying the library. If the party reserving the area does not arrive within 15 minutes of the scheduled reservation time, the time will be made available to other users.

Application

- A paper application for meeting room use is available in person at the service desk upstairs.
- Anyone interested in using a meeting room may fill out the online request through the library's website. The "Request a Meeting Space" is located under the Programs & Services tab.
- The Library Director or designated staff member will approve meeting room reservation requests. Submitting a request for a meeting room does not automatically make the meeting room reserved.
- The person making the meeting room application shall be:
 - An authorized representative of the organization or group holding the meeting.
 - Held accountable for restoring the room and for any damages to the room or Library equipment.
 - Responsible for notifying the library of any changes to approved reservations or cancellations.

Use of the Meeting Rooms

- Individuals using these spaces must comply with all library policies.
- When in use, all meeting rooms are to remain unlocked. The door can be closed.
- Use of these areas as a place to conduct regular business or office hours is prohibited.
- Individuals or groups meeting within library spaces may not actively solicit library users for membership to any organization or cause.
- Set-up/clean-up is the responsibility of the applicant. The Library can cancel or deny future requests from groups or organizations unwilling to clean up after their use of the meeting rooms. A fee of \$50 will be charged to any group or organization that leaves the meeting space in need of cleaning.
- The Library will not provide storage for patrons using any of the meeting rooms.
- No materials of any kind may be attached to walls or doors.
- Patrons are responsible for the safety/security of their personal belongings at all times.
- Meetings held in these spaces must not disrupt the general services of the Library. Noise and conduct is expected to be kept to a level that will not disrupt either meeting room use or general patron use of the library.
- Food and non-alcoholic beverages are allowed but must be kept in the meeting room.
- Meetings using the library's meeting room must be free of charge.
- No products or services may be sold by any business, outside group, or organization using a meeting room.
- WIFI access is available. A connection to the Internet or a specific site is not guaranteed.
- The meeting room is available on an equitable basis regardless of the activities, affiliations, beliefs, or policies of the individual, group, or organization requesting use. Permission to use the meeting room does not constitute Library endorsement.
- Questions from the public concerning a group or organization's meeting or use of the space may be directed to the contact person for that group.
- When a group or organization is finished with the meeting room, they will let the staff at either service desk know. Any meetings taking place in the meeting rooms must be done 30 minutes before closing.

Kitchen & Equipment Use

- The Library has a portable projector and projection screen which can be set up for use.
 - Library equipment must be requested for use when booking the meeting space. Request for equipment cannot be made at the last minute.
 - There is a fee of \$25 to use the Library's projection equipment.
- The Library staff will set up the library equipment. Library staff should not handle non-library equipment and groups or organizations wishing to use library equipment should know how to connect their equipment.
- The Library is not responsible for damage to personal equipment due to use of Library equipment.
- Groups and organizations using Library equipment will be charged to replace any damaged equipment.
- The kitchen is available for use with Meeting Room A or the Community Room.
 - There is a \$5 fee to use the kitchen.
 - The kitchen includes a mini-refrigerator, sink, microwave, toaster, and stove/oven.
 - Groups or organizations who use the kitchen must clean up after themselves.

PROCEDURES

Meeting Spaces

- The library reserves three spaces for meeting room use. The other areas of the library do not require reservation.
- Meeting Room A includes the kitchen.
- Meeting Room B.
- The Community Room is Room A and Room B combined. If there is a library event or group using the Community Room, neither Room A nor Room B will be available.
- If Meeting Rooms A or B is in use, the Community Room will not be available.

Fees for Meeting Space

- There is a \$25 fee for using the Library's projection equipment.
- There is a \$5 fee for using the kitchen.
- There is a \$50 cleanup fee, if the group or organization leaves the meeting room in a larger mess than regular use.
- The fee for the kitchen or the Library equipment must be collected before set up or use of this equipment.

Reserving a Meeting Room

- When a patron comes or calls in to request a meeting room, staff will:
 - Go to the Internet.
 - Click on the bookmark: Library Calendar.
 - Type in the username and password.
 - Click on Spaces.
 - Click on Reserve Space.
 - Choose the date the person is requesting.
 - Choose the time requested.
 - See which rooms are available. Ask the person how large of a group they will have.

- Click on Pick Me next to the available room.
- Take the person's last name, first name, email address, and phone number.
 - If the patron does not have an email, check the box that says "Patron has no email address" and make sure to enter a phone number.
- Describe the purpose of the meeting. Also add the number of people they are expecting.
- Does the person want the kitchen or library equipment? Explain the fee and select the option if they say yes.
- Choose an organization. For an organization not listed, choose 'No Organization'.
- Click on Submit.
- The person will receive an email when the Library Director or designated staff person approves the room.
 - If they are requesting a room and there is no staff member is present who can approve the request, the staff member may give their approval and leave a message for the Library Director.
- Staff should also inform the person they can request a meeting room from the library website.
- Patrons can also fill out a paper application and return to the service desk upstairs.
- Children under the age of 18 must have an adult present to reserve a meeting room and the adult must be present during the use of the meeting room.
- Meeting room requests should be made one (1) day before requested use.

Application

- Applications are available at the service desk upstairs.
- Staff should also suggest patrons fill out the request form online for a meeting room.
 - Go to the Library website: www.atlantic.lib.ia.us
 - Go to Programs & Services
 - Choose Request a Meeting Space
 - Choose a date.
 - Choose a time to begin and end.
 - Click on Search for a Space.
 - Choose an available meeting space (if there is one available).
 - Patrons will have to create an account if they do not have one already. They will need to type in their name, their email address, and create a password.
 - The person can choose the kitchen or library equipment if they would like to use either. There are fees associated with these choices.
- The Library Director or designated staff will approve meeting room reservation requests.
- Staff can take room reservation requests but must let the person requesting know it has to be approved.
- Staff will hand patrons the Meeting Room Policy for their review. Patrons understand they have to agree to the terms listed in order to use a meeting room.

Use of the Meeting Room

- When a group has a meeting room reserved and checks in to be let into the room, staff will:
 - First check to make sure the group has a reservation.
 - Open Library Calendar and login.
 - Click on SignUp.

- Click on Event Calendar.
 - Check to make sure there is a room reservation on the calendar and for which room.
 - Check to see if the group needs the kitchen or the library equipment. If either, there is a fee required before use.
- Staff will then escort the group to the correct room and open the door.
- Staff will leave the door unlocked to the meeting room. The group is allowed to close the door, but the door should remain unlocked.
- When the group or organization using the meeting room is finished, the library staff will check the room for damages or trash. The lights will be turned off and the door closed and locked.
 - Any damage should be noted and reported. An incident report should be filled out and turned in to the Library Director.
 - The Library Director will contact the person responsible for booking the meeting room. A bill will be made out to this person and organization for the cost of the damage.

Kitchen & Equipment Use

- If the group or organization needs to use Library equipment:
 - The library has a portable projector and a projection screen for use.
 - Staff will check to make sure the group has paid the \$25 equipment fee.
 - Staff will set up the requested equipment if the group or organization has indicated its use.
 - Staff shall not connect non-library equipment for users. Staff can assist, but should not touch non-library equipment.
- If the group or organization needs access to the kitchen:
 - They must be booked in Meeting Room A or the Community Room.
 - There is a \$5 fee to use the kitchen.
 - When opening the meeting room, staff will also make sure the kitchen is available. Staff will also close the door between the kitchen and the staff area.
 - Staff need to double-check the stove and oven are turned off when a meeting is concluded.

GUIDELINES

Meeting Spaces

- If both Meeting Room A and Meeting Room B are available, select Meeting Room A.

Fees for Meeting Spaces

- Fees for the kitchen or the library equipment can be waived by the Library Director for organizations including other City of Atlantic departments and other libraries.
- Fees for cleanup after a meeting will be considered by the Library Director and the staff member who discovers the issue.

Reserving a Meeting Room

- Staff may accept room reservation requests less than one (1) day ahead of time, if the room is available and by informing the requesting individual of the library's policy.
- Reservations can be taken at the service desk downstairs as time and staff are available. Every effort should be made to send the patron to the service desk upstairs.

Application

- No one can use a meeting room without first filling out an application, whether online or on paper.
- A copy of the library's Meeting Room Policy should be given with every application.

Use of the Meeting Room

- Should a meeting room be unexpectedly unavailable for any reason prior to a scheduled meeting, library staff will contact the person who reserved the room as soon as possible.
 - Such instances include but are not limited to: inclement weather, power failures, heat or cooling failures, water main breaks, etc.
 - Library staff will:
 - Click on the bookmark Library Calendar.
 - Login using the username and password.
 - Click on Spaces.
 - Click on Reservation List.
 - Click on Active.
 - Click on the reservation.
 - Click on View to see the contact information.
 - Contact the patron and let them know the meeting room will not be available and the reason why.

Kitchen & Equipment Use

- The Library makes available a projector and a projection screen.
- The equipment in the kitchen is available to groups in Meeting Room A or the Community Room.

Board Approved: February 2016

Revised: October 2018

Appendix A

Meeting Room Fee Schedule

Library projector & screen	\$25 fee per use
Library kitchenette	\$5 fee per use
Cleanup fee	\$50