

Oskaloosa Public Library
Policy:

Meeting Rooms

Adopted: August 1997 Last Revision: June 2006

The Oskaloosa Public Library Board welcomes public use of meeting rooms by civic, community, cultural, educational, political, or religious organizations Monday through Saturday except for holidays. Use of the meeting rooms does not constitute library endorsement of the viewpoints expressed by participants in the programs.

Reservations for the use of the meeting rooms may be made at the adult Reference Desk during regular library hours. Library-sponsored activities will be given priority in scheduling meeting rooms. The Library reserves the right to switch rooms as needed.

Equipment needed (TV, VCR, DVD player, overhead projector, podium with microphone, CD/cassette player/recorder, screen) should be requested when reserving the room. Light refreshments may be served. Use of the coffee pot, microwave oven, and small refrigerator belonging to the library is allowed.

Fees

Non-profit groups may use the meeting rooms during regular library hours at no charge.

Generally, no event in the library meeting rooms may begin or end outside of normal library hours. On rare occasions for which an exception is granted, a fee of \$20/hour will be assessed for the extra time.

For-profit groups must pay \$35/day or \$20/four-hours-or-under fee plus the regular \$20/hour after-hours fee if required.

All fees must be paid when the room is reserved.

Furnishings

A group or organization using the meeting room is responsible for arranging tables, chairs, and movable wall to suit their needs. All tables, chairs, and the wall must be returned to the original placement by the group immediately after the event.

Users are expected to leave the rooms in an orderly and acceptable condition with all personal property removed and trash placed in receptacles provided. A vacuum will be available to aid in clean up.

Furniture and/or equipment from the main area of the library may not be brought into the meeting rooms.

It is the group's responsibility to move personal furniture or equipment into and out of the building in the allotted reservation time. No provisions can be made for storage of equipment and supplies by groups using the meeting rooms.

The Small Study Room falls under these general rules with one exception: food and beverages are not allowed.

Conditions

- Use of alcoholic beverages is not permitted in the library.
- Smoking is not permitted in the meeting rooms or any other location in the library.
- No attachments to the interior or exterior surfaces shall be allowed.
- No candles or heat sources of any type may be used.
- Persons under the age of 18 must be under adult supervision.
- No admission charge may be made for any function held in the library without prior approval from the Library Director and/or the Library Board. (Membership dues and/or registration fees covering the cost of materials or speakers are acceptable).
- No buying or selling is permitted without prior approval from the Library Director and/or the Library Board.
- No group may assign its reservation to another group.
- The Library Director is authorized to deny permission to use the library meeting room(s) to any group that is disorderly or violates approved regulations.