

**MARSHALLTOWN PUBLIC LIBRARY  
MEETING ROOM POLICY**

*Amended 11-23-04*

*Reviewed 12-2007*

*Amended 10-2008*

*Amended 9-2009*

The Marshalltown Public Library provides a variety of meeting and study room space for library programs and events as well as for public use for civic, cultural, educational, and informational purposes.

1. Library programs and events take priority over non-library bookings. If a conflict arises, the library reserves the right to work with the group to reschedule or reassign.
2. Organizations using library meeting rooms must comply with the library's directive of equal access to all community members, regardless of age, race, ethnicity, educational level, or economic circumstance. The library neither approves nor disapproves of content, ideas or subject matter presented in meeting rooms and does not accept responsibility for ensuring accuracy or that all points of view are represented.
3. There is no charge for library meeting rooms. Groups may not sell merchandise, solicit for later sales, contacts or placement of orders, nor charge admission fees. The single exception is that the Friends of the Marshalltown Public Library or the Library, itself, may hold fundraising events that benefit the Library.
4. Meeting room space will be assigned according to the size and needs of the meeting. Community Meeting Room A & B and the library's two group study rooms may be reserved in advance (see specific policies below).
5. Persons in attendance at any meeting in the library must conform to the library's Appropriate Behavior Policy.
6. No alcohol, tobacco, or controlled substances are to be used in library meeting rooms. Candles and open flames are not allowed.
7. Meeting rooms are locked with a key available at the Circulation and Reference desks.
8. The responsibility for proper care of the facilities lies with the organization or individuals using the room. Broken or damaged materials, furniture, floor and wall coverings must be replaced to the satisfaction of Library Trustees.
9. Meeting room equipment and furniture should be returned to the position in which it was found. All decorations or other articles used during the meeting must be

removed. The library is unable to store any equipment or materials belonging to organizations or individuals using library meeting rooms.

10. Projection and other audiovisual equipment used in library meeting rooms is restricted to educational purposes (e.g. a student completing an assignment) or as part of the organization's program. Equipment must be reserved before the meeting. Library staff will set up the necessary equipment but cannot serve as projectionists. Individuals or groups may not use meeting rooms to view recreational television or movies.

### **E.L. & J.C. Williams Community Meeting Rooms (Meeting Room A & B)**

1. Community Meeting Room A, Community Meeting Room B, or combined Community Meeting Rooms A&B are available to non-profit corporations (defined as those entities granted tax-exempt status by the IRS under section 501(c)(3) or other sections of the Internal Revenue Code), non-profit groups that provide appropriate contact information, political committees, a candidate's campaign committee, and governmental subdivisions, departments, or bureaus. Community Meeting Rooms are not intended for use as scheduled classrooms or study space by educational institutions. The Community Meeting room is not designed for use by a single individual or a very small group. The library reserves the right to select meeting room space appropriate to the needs and size of any meeting.
2. Community Meeting Room A, B, or combined A&B may be reserved in May for the following July 1 – December 31 and in November for the following January 1 – June 30. Community Meeting Rooms are reserved on a first come, first served basis. No entity---other than the Marshalltown Public Library, Friends of the Library, or the City of Marshalltown---may use the Community Meeting Rooms more often than once per month. Thirty minutes must be allowed between meetings, and all meetings are to conclude at least 15 minutes before the library closes.
3. Community Meeting Rooms may be reserved by phone or in person; however, a Community Meeting Room Organizational Contact form must be on file with the library before any meeting commences. Organizations are asked to notify the library immediately should they determine that a reservation for a Community Meeting Room is no longer needed.
4. Food and drink may be served in both Community Meeting Rooms. Groups using Community Meeting Room B or A&B (combined) have access to a kitchenette. Cups, glasses, plates, utensils, coffee, coffee filters, and other articles must be supplied by groups using the kitchenette. Groups should not expect to cook in the kitchenette. Groups using the kitchenette are asked to return all appliances to their proper places, remove all items from the refrigerator, and deposit all trash in the container provided. No articles are to be left in the cupboards or dishwasher.

5. Set up and clean up is the responsibility of the organization using the meeting room. Furniture may be arranged to fit the needs of the organization but must be returned to its original configuration. A custodial fee of not less than \$50 will be charged to groups who fail to return a meeting room to its original condition.
6. The size, amenities, and equipment available in Community Meeting Rooms are listed below. Although the library will make every attempt to provide equipment in good working order, organizations must understand that equipment and the library's Internet connection will sometimes fail.

### **Community Meeting Room A**

Occupancy: 80  
Room Size: 27' X 40' (1,068 sf)  
Wireless Internet  
Podium & sound system  
Projector/DVD player on cart  
Video/DVD player and television on cart  
Kitchenette with dishwasher, microwave, & refrigerator  
Coffeepot and electric teakettle  
Tables & chairs (see totals below)

### **Community Meeting Room B**

Occupancy: 80  
Room Size: 27' X 40' (1,060 sf)  
Wireless Internet  
Podium & sound system  
Ceiling mounted projector and screen  
DVD player  
Video/DVD player and television on cart  
Coffeepot on cart  
Tables & chairs (see totals below)

### **Community Meeting Room A&B (combined)**

Occupancy: 160  
Room size: 54' X 40' (2,128 sf)

### **Group Study Rooms 1 & 2**

1. Group Study Rooms are available to non-profit corporations (defined as those entities granted tax-exempt status by the IRS under section 501(c)(3) or other sections of the Internal Revenue Code), non-profit groups that provide appropriate contact information, political committees, a candidate's campaign committee, and governmental subdivisions, departments, or bureaus. Group Study Rooms are also appropriate for student groups, book clubs, or other community groups. Group study rooms may be used by business groups provided that no sales or solicitation for

further sales are conducted. Group study rooms are not intended for use as scheduled classrooms or study space by educational institutions.

2. Group Study Rooms are designed for use by small groups and may not be reserved for individual use. The library reserves the right to select meeting room space appropriate to the needs and size of any meeting.
3. Group Study Rooms may be reserved in May for the following July 1 – December 31 and in November for the following January 1 – June 30. Group Study Rooms are reserved on a first come, first served basis. No entity---other than the Marshalltown Public Library, Friends of the Library, or the City of Marshalltown---may reserve a Group Study Room for use more often than once per week.
4. Group Study Rooms may be reserved by phone or in person. When making a reservation or before obtaining a key to a Group Study Room, contact must be provided by a representative of the group. Organizations are asked to notify the library immediately should they determine that a reservation for a Group Study Room is no longer needed.
5. Light refreshments (e.g. cookies, coffee, soda) may be served in Group Study Rooms, but all refreshments must remain inside the room. Set up and clean up is the responsibility of the organization using the room. Furniture may be arranged to fit the needs of the organization but must be returned to its original configuration. A custodial fee of not less than \$50 will be charged to groups who fail to return a study room to its original condition.
6. The size, amenities, and equipment available in Group Study Rooms are listed below. Although the library will make every attempt to provide equipment in good working order, organizations must understand that equipment and the library's Internet connection will sometimes fail.

**Group Study Room #1**

Occupancy: 10  
Room Size: 11' X 14' (157 sf)  
Wireless Internet  
Wall-mounted monitor  
DVD player

**Group Study Room #2**

Occupancy: 8  
Room Size: 10' X 14' (141 sf)  
Wireless Internet  
Wall-mounted monitor  
DVD player

## **Study Rooms 3 & 4**

1. Study Rooms are available to the same groups and individuals listed under “Group Study Rooms” above. Study rooms are designed for use by a single person or a group of not more than 3 people.
2. Study Rooms are available on a first come first served basis. Study rooms may not be reserved except by the library itself when scheduling use by a student for whom the library is proctoring an examination.
3. Before receiving a key to a study room, the individual or member of the group must provide contact information.
4. Light refreshments (e.g. cookies, coffee, soda) may be served in Group Study Rooms, but all refreshments must remain inside the room. Set up and clean up are the responsibility of the individual(s) using the room. Furniture may be arranged to fit individual needs but must be returned to its original configuration. A custodial fee of not less than \$50 will be charged to individuals who fail to return a meeting room to its original condition.
5. The size, amenities, and equipment available in Study Rooms are listed below. Although the library will make every attempt to provide equipment in good working order, organizations must understand that equipment and the library’s Internet connection will sometimes fail.

### **Study Rooms #1 & #2**

Occupancy: 3

Room Size: 6’6” X 14’ (92 sf)

Wireless Internet

## **Café**

1. During those hours when the library’s café is not open to the public (3 pm to close on weekdays and 12 noon to close on Saturday), the café may be reserved for use as a small group meeting space.
2. The Café is available to non-profit corporations (defined as those entities granted tax-exempt status by the IRS under section 501(c)(3) or other sections of the Internal Revenue Code), non-profit groups that provide appropriate contact information, political committees, a candidate’s campaign committee, and governmental subdivisions, departments, or bureaus. The Café is also appropriate for student groups, book clubs, or other community groups. The Café may be used by business groups provided that no sales nor solicitation for further sales are conducted. The Café is not intended for use as scheduled classrooms or study space by educational institutions.

3. The Café is designed for use by small groups and may not be reserved for individual use. The library reserves the right to select meeting room space appropriate to the needs and size of any meeting.
4. The Café may be reserved in May for the following July 1 – December 31 and in November for the following January 1 – June 30. The Café is reserved on a first come, first served basis. No entity---other than the Marshalltown Public Library, Friends of the Library, or the City of Marshalltown---may reserve the Café for use more often than once per month.
5. The Café may be reserved by phone or in person. When making a reservation or before obtaining a key to a Café, contact must be provided by a representative of the group. Organizations are asked to notify the library immediately should they determine that a reservation for the Café is no longer needed.
6. Food and drink may be served in the Café; refreshments must remain inside the room. Vended coffee and cold drink service are available.
7. Set up and clean up is the responsibility of the organization using the room. Furniture may be arranged to fit the needs of the organization but must be returned to its original configuration. A custodial fee of not less than \$50 will be charged to groups who fail to return the Café to its original condition.
8. The size, amenities, and equipment available in the Café are listed below. Although the library will make every attempt to provide equipment in good working order, organizations must understand that equipment and the library's Internet connection will sometimes fail.

### **Café**

Room Size: Irregular

Occupancy: 24

Wireless Internet

Tables: 5 small round tables

Chairs: 20 chairs at tables

Counter with 4 high chairs

Sink

Vended coffee and cold drinks