

**MARSHALLTOWN PUBLIC LIBRARY
MEETING ROOM POLICY**

*Amended 11-23-04
Reviewed 12-2007
Amended 10-2008
Amended 9-2009
Amended 8-2021*

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. Selling by a presenter or local bookstore is permitted only in conjunction with a library sponsored or co-sponsored event.
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 four 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. With the prior approval of the Library Board of Trustees, wine and beer may be served at special events hosted by the Library or the Friends of the Library.
7. Meeting rooms are locked. Check in with staff at the Check-Out Desk (for community meeting rooms) or the Information Desk (for study rooms) to get the room unlocked.

8. The responsibility for proper care of the facilities lies with the organization or individuals booking the room. Broken or damaged materials, furniture, floor and wall coverings must be replaced or repaired to the satisfaction of library administration.
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. Any items put up on the wall must be removed without damage. The library is unable to store any equipment or materials belonging to organizations or individuals using library meeting rooms. The library does not have custodial staff to clean the meeting rooms, so groups are required to wipe down tables and vacuum the space after use.
10. Projection and other audiovisual equipment used in library meeting rooms is restricted to educational purposes 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 or troubleshoot technology. 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 regularly 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. Meetings may begin 30 minutes after the library opens and all meetings are to check out at least 15 minutes before the library closes.
3. Community Meeting Rooms may be reserved by phone, in person, or online through the library's website. Organizations are asked to notify the library immediately should they determine that a reservation for a Community Meeting Room is no longer needed. No shows without notice may impact future use of the community meeting rooms.

4. Food and drink may be served in both Community Meeting Rooms. Groups using Community Meeting Room A 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, dishwasher, or sink. Groups serving food are expected to wipe down the kitchenette and tables used with provided cleaning supplies, vacuum the room, and remove trash from the room.
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 may 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

Television on cart.

Kitchenette with dishwasher, microwave, & refrigerator (no freezer)

Coffeepot and electric teakettle

9-6ft tables & 42 chairs

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

Television on cart.

Coffeepot on cart

9-6ft tables & 42 chairs

Community Meeting Room A&B (combined)

Occupancy: 160

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

18-6ft tables and 84 chairs

Additional chairs and tables in storage: 12-6ft tables and 115 chairs

Group Study Rooms

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, solicitation for further sales, or fee-based services are conducted. Group study rooms are not intended for use as scheduled classrooms or study space by educational institutions.
2. Group Study Rooms 1 & 2 are designed for use by small groups and may not be reserved for individual use. Group Study Rooms 3 & 4 are designed for use by individuals and very small groups of not more than three people. 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. Group study rooms may be used by groups for up to three hours, and may be booked by users 9th grade or older. Younger students may use the room when booked through the Youth Services Desk.
4. Group Study Rooms may be reserved by phone, in person, or online through the library's website. Those who have reserved Group Study Rooms can check in at the Information Desk and staff will unlock the room for you. Organizations are asked to notify the library immediately should they determine that a reservation for a Group Study Room is no longer needed. No show without notice may impact future use of Group Study Rooms.
5. Covered drinks are allowed in all study rooms. Food is allowed only in the Community Meeting Rooms.
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

Occupancy: 3

Room Size: 6'6" X 14' (92 sf)

Wireless Internet