MARSHALLTOWN PUBLIC LIBRARY
MEETING ROOM POLICY

Amended 9-2009
Amended 8-2021
Amended 5-2022
Amended 4-2026
Amended 10-2026

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. Meeting and 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. Rooms are not available for use as a regularly scheduled classroom or study space by educational institutions. Rooms are not available for personal social events such as birthday parties, showers, holiday parties, reunions, and receptions.

7. 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.

8. Meeting rooms are locked. Check in with staff at the Check-Out Desk (Community Meeting Rooms A &B) or the Information Desk (for study rooms, Meeting Room 9, Brucklacher Conference Room, and Matt Perkins Lounge) to get the room unlocked.

9. 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.

10. Covered drinks are allowed in the library. Food is allowed in Community Meeting Rooms A & B, the Brucklacher Conference Room, Meeting Room 9, and the Matt Perkins Lounge. Food is not allowed in the study rooms. Groups should indicate their intention to serve food when booking the rooms. The library does not have custodial staff to clean the rooms, so groups are required to wipe down tables and vacuum the space after use. If food is served, groups are responsible to discard trash in outdoor dumpster enclosure.

11. 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.

12. 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. Groups may not use meeting rooms to screen recreational television, movies, or other content

E.L. & J.C. Williams Community Meeting Rooms (Meeting Room A & B) and Conference Room

1. Community Meeting Room A, Community Meeting Room B, combined Community Meeting Rooms A&B, or Conference Room (hereafter referred to as community meeting rooms) are available to non-profit groups that provide appropriate contact information, political or candidate's campaign committee, and governmental organizations. The Community Meeting room is not meant 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 Rooms may be reserved up to three months in advance 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 and be cleaned up 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 in a timely manner 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. 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 cleanup is the responsibility of the organization using the meeting room. Furniture may be rearranged by the organization 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 clean up or return a meeting room to its original condition.

6. The size, amenities, equipment, and occupancy limits for Community Meeting Rooms are listed on the meeting room page of the library's website. 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. The use of some equipment may require completion of a separate user agreement.

Group Study Rooms and Lounge

1. Group Study Rooms are available to non-profit groups that provide appropriate contact information, political committees, a candidate's campaign committee, and governmental organizations. 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 occur.

2. Group Study Rooms 1,2, Meeting Room 9, and the Lounge are allowed to be reserved by small groups. Group Study Rooms 3-7 are designed for use by individuals and very small groups. Study Room 5 was designed to be used for sound recording purposes. 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 up to three months in advance 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 four hours.

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 in a timely manner 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. The size, amenities, equipment, and occupancy limits for Group Study Rooms are listed on the meeting rooms page of the library website. 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. The use of some equipment may require completion of a separate user agreement.