

Hawkeye Public Library Meeting Room Policy

The Hawkeye Public Library is aware of the need for accommodations to be used by small groups and committees. Making available such accommodations to the public is an additional service which the Library may render under conditions set by the Library Board of Trustees.

Any group, association, or individual interested in promoting cultural, educational, civic or other activities which will not interfere with the Library's principle function and which are appropriate to the facilities and not contrary to the public interest as determined by the Board of Trustees or as provided by law, are encouraged to use the meeting room. Library programs and Library related meetings shall receive first consideration in the scheduling.

Children's groups may use the room provided they are supervised by one or more adult sponsors.

No smoking or consumption of alcohol or controlled substances will be allowed on the premises. Kitchen facilities are not available; therefore limited carry-in refreshments or snacks may be served, provided that the person in charge takes care of the clean-up.

The Library cannot undertake to care for, or store any material for groups or individuals using the facilities, nor be responsible for them while on the premises.

Any individual or officer of any group or association shall be responsible for the proper use of the facilities and pay for all damages beyond ordinary wear and tear. Permission may be denied to any group whose conduct is disorderly or objectionable in any way.

The meeting room will be available for a single meeting or program during regular Library hours and beyond regular hours by pre-arrangement.

A fee of \$10.00 per event will be charged to any "for profit" organization. Any individual or representative of a group requesting reservation of the meeting room must do so in person and complete an application form. They can either schedule the meeting room with the Library Director or the City Clerk. Whoever schedules the room will receive the \$10.00 fee.

Adopted: October 24, 1988

Revised: January 29, 2013