

## Mng-9 Meeting Rooms

**Policy Statement:** The Springville Memorial Library provides meeting rooms for library sponsored or co-sponsored programs and conferences which meet the library's civic, informational, educational, cultural and recreational goals. When not in use for library activities, these meeting rooms are available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. The library board neither approves nor disapproves of content, topics, subject matter, or points-of-view of individuals or groups using the meeting rooms.

### Mng-9a Johnson-Gearhart Room

The Johnson Gearhart Room is a place where individuals and groups of the community may meet. In order that all interests be served fairly and without complications, it is necessary that policies governing the use of the Johnson-Gearhart Room be defined.

#### Policy:

1. Library activities and functions have priority. The library reserves the right to cancel or relocate a meeting, if circumstances warrant.
2. All organizations, groups and individuals that wish to use the Johnson-Gearhart Room must make their request to the library staff. Persons 14 years of age or older will be allowed to reserve the room. It is the responsibility of the library staff to determine whether the Johnson-Gearhart Room is available.
3. There is no charge for using the Johnson-Gearhart Room.
4. The Johnson-Gearhart Room must be left in the same condition it was prior to its use. Inappropriate use of the Johnson-Gearhart Room and any items in it may result in fees charged to the user or the inability to use the Johnson-Gearhart Room in the future.
5. **Because the library has a security alarm system,** use of the Johnson-Gearhart Room outside of regular library hours will be prohibited. The room must be vacated 15 minutes prior to closing time.
6. Alcoholic beverages will not be brought to or consumed in the Johnson-Gearhart Room or on the Springville Memorial Library grounds.
7. Smoking is prohibited in the Springville Memorial Library, which includes the Johnson-Gearhart Room.
8. Children must be supervised at all times by a responsible adult during the use of the Johnson-Gearhart Room and in the lobby areas.
9. The Springville Memorial Library Board reserves the right to deny use of the Johnson-Gearhart Room in the Springville Memorial Library to any group or individual.

Mng-9b

## BURESH COMMUNITY ROOM POLICY

## SPRINGVILLE MEMORIAL LIBRARY

The Buresh Community Room is a place where individuals and groups of the community may meet. In order that all interests be served fairly and without complications, it is necessary that policies governing the use of the Buresh Community Room be defined.

## Policy:

1. All organizations, groups and individuals that wish to use the Buresh Community Room must contact the library director.. Only persons 18 years of age or older will be allowed to reserve the community room. It is the responsibility of the Library Director or library staff to determine whether the Buresh Community Room is available and will provide the application.
2. The Buresh Community Room must be left in the same condition it was prior to its use. If costs are incurred in having to clean or restore the community room to its original condition, the Springville Memorial Library Board reserves the right to charge the group or individual for those costs. Inappropriate use of the Buresh community Room and any items in it may result in additional fees charged to the user or the inability to use the Buresh Community Room in the future.
3. **Because the library has a security alarm system**, use of the Buresh Community Room outside of regular library hours requires notification of library staff of the exact time of use.
4. Alcoholic beverages will not be brought to or consumed in the Buresh Community Room or on the Springville Memorial Library grounds.
5. Smoking is prohibited in the Springville Memorial Library, which includes the Buresh Community Room.
6. Before leaving, all garbage needs to be placed in the garbage can, lights turned off, and all doors locked. Notification needs to be made to the person setting the alarm if the user plans to be there past the time listed on the application form.
7. The phone in the lobby area is for local outgoing calls only.
8. Children must be supervised at all times by a responsible adult during the use of the Buresh Community Room and in the lobby areas.
9. Each individual/group must supply their own plates, silverware, etc. that is needed for their event. There is a coffee pot in the Buresh Community Room kitchen that may be used. There is a refrigerator and a microwave, also. If the microwave is used, please clean it after use.

- a. 10. The Library Director must be notified of any problems encountered during the use of the Buresh Community Room during the next business day at 854-6444. If it is an emergency situation, please dial 911.

11. The following shall be the schedule of charges for the use of the Buresh Community Room at the Springville Memorial Library:

b. Rental Fees:

- 1) Free to boards, commissions, and committees established by the Springville City Council
- 2) \$15.00 per day for local non-profit groups (see application form for requirements)
- 3) \$40.00 for the first four (4) hours and \$20.00 for each additional two (2) hours for all other groups or individuals
- 4) If a reservation is made for time on the day prior to the event for the purpose of set-up or decorating, the fee assessed will cover **all** of the normal rental hours from the beginning of the set-up/decorating time until the event is concluded on the following day because this prevents anyone else from using the room ( example: set up 4:00pm-7pm Friday, event 1:00pm-4:00pm Saturday so charged for Friday hours 4-10pm and Saturday 6am-4pm). Normal rental hours are 6:00am-10:00pm; upon request, at the time of making the reservation, these hours may be extended for special circumstances.

12. The Springville Memorial Library Board reserves the right to deny use of the Buresh Community Room in the Springville Memorial Library to any group or individual.

Mng-9c Use for Precinct Caucus

1. Under [Iowa Code Section 43.93](#) library meeting rooms must allow a precinct caucus to be held in the library. In part, the section states that "...upon the application of the county chairperson, the person having control of a building supported by taxation under the laws of this state shall make available the space necessary to conduct the caucus without charge during presidential election years and at a charge not greater than that made of its use by other groups during other years..."