

ESTHERVILLE PUBLIC LIBRARY
COMMUNITY ROOM POLICY

All applications for use of the Community Room are subject to review. If the eligibility of the requestor or the purpose of the event/meeting is in question, this may involve placing the request before the Library Board at their next regular meeting, or sending it to our City Attorney for review. If this process takes too long to accommodate a requested date, the requestor will be referred to other facilities in town. The Library reserves the right to reassign or cancel a reservation.

Eligibility for Community Room Use:

- Meeting rooms may be used for civic, nonprofit, cultural, and educational purposes only.
 - Organizations or groups who otherwise qualify to utilize the space are prohibited from using their regular meeting time to conduct holiday or other parties at this site. Use of the meeting rooms to conduct for-profit business, hold office hours, or to host private personal parties or events is prohibited.
- Library meeting / conference / study areas may not be used for meetings or discussions that encourage or promote harassment, violence, or physical injury to individuals or groups of individuals, or conflict with the intent and scope of the Library's mission.
- Meetings held in this space may not disrupt general library services, staff, or other library users.
- No public exhibitions or displays are permitted without approval of library administration.
- Requests to use the space will be reviewed / accepted ~~no more than 6 months in advance~~ **annually in December** on a first-come / first-served basis **for the ensuing year and will not extend beyond 12 months.**
- Events expecting more than ~~50 people~~ **75 people** in attendance at one time will be referred to other facilities in town. ~~Effective 5/3/2022 capacity is limited to 25 people due to COVID-19 until further notice.~~
- Only those age 18 and over are eligible to reserve the space and oversee its use.
- Organizations may be required to provide proof of their nonprofit status.
- Events held on the square may not request the use of the Community Room in order to gain access to the library's restrooms.

Fees and Sales:

- Groups and individuals may not sell merchandise, do fundraising, solicit contacts for later sales or placement of orders, or charge admission fees. (Exception: The Friends of the EPL, City of Estherville, Estherville Public Library, or other city departments.)
 - *Fundraising in any area within the library is prohibited except for events that benefit and are sponsored by the library. Fundraising events are not eligible to*

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use library space, but organizational / planning meetings are allowed for non-profit groups.

- If non-profit groups offer materials in connection with study groups, conferences, and similar events, they may charge a fee to cover the cost of materials.
- Programs offered free to the public by a sponsoring non-profit organization may offer attendees the option to purchase the book or other item discussed in the program. No one shall be required to make any purchase, and there must be a program (not just a sale).
- No one shall be required to share their contact information while attending an event or meeting in the Community Room.

Regulations regarding the use of the space:

- Food and drink are welcome. Please note that storage **space is not offered** and preparation space **is** limited to that which is found in the Community Room (staff areas will not be made available, nor will other rooms).
- Items which are not permitted in the space include alcohol, candles / open flame, tobacco products, and controlled substances.
- Privacy is not guaranteed.
- Capacity of the room is a maximum of **50 people 75 people. Effective 5/3/2022 capacity is limited to 25 people due to COVID-19 until further notice.**
- Use of the hallway or entry is not permitted.
- Library policies and federal, state, and local laws must be adhered to at all times.
- Items will not be attached to the walls of the room or hallway. One directional sign may be allowed in the entry or hallway, so long as sufficient room is allowed for safe foot and wheelchair traffic.
- Library events take priority, and in some cases a group will be asked to move to a smaller room if a larger group or event requires the Community Room space.
- **Groups reserving the space for more than 8 hours per month may be asked to move to a smaller space or another facility with 2 weeks' notice if another group wishes to use it.**
- The Community Room will be made available during regular open hours. Exceptions may only extend 2 hours before or after open times, **and are not guaranteed.**
- No storage of records, refreshments, or other items will be offered at the library, even for groups who meet within the space on a regular basis.
- **Kitchen equipment and all surfaces must be left clean and trash removed.**
- Notification of a cancelled event is expected as soon as possible. While staff will not post or otherwise publicize the cancellation of your event, we do reserve the right to allow another individual or group to use the space.
- Tables and chairs may be rearranged to suit the needs of the user but must be returned to the standard arrangement.

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- Individuals or groups may lose community room privileges if the space is not returned to original cleanliness and order, if a reservation is missed without notice more than 3 times, if ending times are not observed, or if our policies are violated in any way.

Equipment and user responsibilities:

- Some AV equipment may be made available upon request and with advance notice. Please speak to the staff person on duty when making your reservation for use of the space. A valid library card is required to check out library equipment.
- Theft of AV or other equipment will be billed to the person who reserved the room, as will the cost of any damages to equipment or property.
- The library is not responsible for, nor does it endorse, the content of meetings which are not sponsored by the library. Users of the space are expected to avoid advertising an event in such a way that it implies sponsorship or support offered by the library which has not been expressly agreed upon by library representatives. The library community room should be listed as a location and the sponsoring organization should be listed as the host. Publicity may not include the library's telephone number or logo. Mail will not be accepted at the library's address for other organizations.
- The Library Board of Trustees and the City of Estherville are not responsible for accidents, injury, or loss of individual property incurred by groups or individuals while using the meeting rooms or lobby.
- Under some circumstances, keys will be allowed to those using the room before or after open hours. Those can be picked up 24 hours prior to the scheduled event and must be returned within 24 hours following the conclusion of the event. The responsible party will offer a name and phone number. Those using the space before or after open hours will be held responsible for ensuring that all doors are locked and lights are out, and that the premises is vacated. If the key is not returned within 48 hours, the responsible party will be billed for the changing of the locks and production of new keys. No permanent loan of keys will be offered, even if a group uses the space on a regular basis.
- Those utilizing the Community Room are expected to observe the regulations set out in the library's conduct policy, which is available on our website and posted on the public bulletin board.
- The library cannot promise staff availability to set up or troubleshoot technology, especially related to personal devices, when your meeting takes place. Set up an appointment to view and test the equipment in advance of your meeting date.
- Library Wifi connections are unsecured. Use at your own risk.

The Library Director (or designee) reserves the right to disallow use of the space to any group or individual that violates these regulations or that is disorderly or objectionable in any way.

Interpretation of this policy is left to the discretion of the Library Director. Final authority rests with the Board of Trustees.

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