

ESTHERVILLE PUBLIC LIBRARY  
SANBORN KAFE POLICY

**Sanborn Kafe Use:**

- Patrons may use their library cards to check out the Sanborn Kafe from the main circulation desk. Room capacity is 14 people. Overdue, expired card, and fee limitations apply.
- Private meetings are permitted, but private parties such as showers, reunions, etc. will be excluded.

**Fees and Sales:**

- Fees may not be assessed to participants / attendees of Sanborn Kafe events.
- Events must not be commercial in nature, including soliciting customers or clients. Personal or business profits may not be the chief aim of a meeting, nor may money or goods be exchanged.
- Work related meetings are permitted, and services may be provided, so long as no direct sales are taking place.
- Fundraising in the library meeting rooms is prohibited except for events that benefit and are sponsored by the library.

**General Regulations:**

- There is no guarantee of privacy or quiet. The door must remain open for public access to coffee and staff access to storage space beyond.
- There will be no ongoing reservations beyond 4 dates per month. Exceptions may be made for community or government services. The room cannot be utilized as office space.
- The room may not be reserved exclusively for display or exhibition purposes.
- The Sanborn Kafe must be left in the same condition in which it was found. This includes cleanliness and arrangement.
- Those age 18 and over are eligible to reserve the space.
- Theft or damage will be billed to the person who checked out the room.
- 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.
- 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.
- The Sanborn Kafe will be made available during regular open hours. Rare exceptions may be made when the Community Room is not available.
- Staff on duty have discretionary authority to remove users from study rooms should behavior be inconsistent with the room's purpose and / or is disruptive to others.

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.

Approved: April, 2016

Reviewed: 2022 Temporary capacity restriction lifted in February, 2023

Revised: