

Meeting Room Policy

Policy Created: 3/2011

Policy Revised: 9/2021; 9/2023

Policy Purpose

The West Liberty Public Library offers two meeting rooms, the Melick Conference Room and the Akers Study Room, which are available equitably, regardless of the beliefs or affiliations of individuals or groups requesting their use. The purpose of the Library's meeting rooms is to provide space for library programs and events, to fulfill the Library's role as a community center where the public can attend informational, educational, and cultural events, and to champion the principles of intellectual freedom by providing a forum for the free exchange of ideas. Use of the Library meeting room does not constitute an endorsement by the Library of the content of the program or the views expressed by the participants. Topics, speakers, and resource materials are not excluded because of possible controversy.

Scheduling and Use Priorities

1. Election and related events
2. Library programs and activities
3. Friends of the West Liberty Public Library (the Friends)
4. City of West Liberty programs and activities (the City)
5. General public

General Guidelines for All Room Use

- Rooms are only available during the hours the Library is open. Exceptions can be made two weeks in advance of the event date with the written approval of the Library Director.
- Admission fees, donations, or other fees may not be charged or solicited. Rooms are not available for fundraising, selling merchandise or services, soliciting for later sales, or placing orders. This does not include club meetings if dues are not collected at the Library.
- Rooms may be rearranged as needed, but are to be returned to their original configuration and condition at the end of each use. A fee will be assessed based on the amount of staff time required to return the room to its original state. Please clarify with staff before or after the event regarding the original configuration. A refundable deposit of \$20 may be required for those without a library account.
- Rooms are available on a first-come first-serve basis following the above use priorities and as a result may not be reserved more than three months in advance or for more than one event at a time. Exceptions can be made by the Library Director or Library Board.
- The reservation is forfeit after 15 minutes of no showing up.
- Selling and fundraising in the Library's are prohibited except for events that benefit the Library. Merchandise selling by a presenter is permitted for a Library-sponsored or co-sponsored event.
- Food and drinks are allowed in the Conference Room and Study Room with the understanding that the individual responsible for the event will be responsible for cleaning up. Alcohol is allowed with permission obtained from the Library Board at any regular meeting before the event.

Guidelines for the Melick Conference Room Use

- All gatherings in the Conference Room must be free and open to the public except events sponsored by the Library, the Friends, or the City. Exceptions to this may be made at the discretion of the Library Director at least 24 hours in advance and will be noted on the reservation form.
- The Conference Room must be reserved at least one day in advance and requires a signed reservation form. Reservation forms can be signed when checking in for the meeting. Exceptions to this may be made at the discretion of the Library Director or designated Library Staff.

Guidelines for the Akers Study Room Use

- The Akers Study Room is available on a first-come, first-serve basis for one hour or by reservation for use longer than one hour. The Study Room cannot be reserved more than three months in advance.
- The Study Room requires a library account in good standing or a \$20 deposit and to be refunded after a staff member has examined the room.
- Only four people are allowed in the Study Room. Exceptions up to eight can be made with permission from the Library Director.
- If the person responsible for the room leaves for more than 10 minutes, the room is forfeit and the other occupants will be asked to leave.