

Robert W. Barlow Memorial Library Conference/Community Room Policy & Guidelines

A signed application and deposit must be received within two weeks of the request to confirm the reservation. If not received within two weeks, the date is open again for reservation.

A \$25.00 deposit is required for the Community Room and a \$10.00 deposit for the Conference Room and must be received to confirm the reservation.

If the date requested is less than two weeks out, the signed application and deposit must be received within 48 hours of the request to confirm the reservation.

If you wish to cancel your reservation, you must call within 24 hours of your reserved date or your deposit will be held as a donation.

Upon arrival, you must check in with the circulation desk. Rental fee must be paid at that time before usage of room.

Upon departure, report any spills or maintenance issues to the circulation desk. Bring garbage to the desk for disposal. You may pick up your deposit check at this time, after the staff has checked the area.

If your deposit funds/check is not picked up within 2 weeks or arrangements have not been made regarding the deposit, the \$25/\$10 deposit will be considered a donation to Robert W. Barlow Memorial Library.

Fees to Rent Rooms

Business/For Profit Organizations
Community Room - \$50.00
Conference Room - \$30.00

Non-Profit Organizations/Family Gatherings
Community Room - \$25.00
Conference Room - \$10.00

Guidelines for Use

- All events at library held in the Conference or Community room are held to all guidelines in accordance with established library policy. See Library Conduct policy. **THERE IS NO SMOKING ON LIBRARY PROPERTY, INCLUDING THE PARKING LOT AND SIDEWALKS NEXT TO THE BUILDING.** Patrons may smoke on the city's sidewalks next to the city streets.
- The meeting room is available to individuals, businesses, community groups and organizations. Use of the meeting rooms does not constitute the Robert W. Barlow Memorial Library or the City of Iowa Falls endorsement of viewpoints expressed by the participants in the program. Advertising or announcements implying such endorsements are not permitted. Any publicity by organizations using the rooms, independent of library sponsorship, may not include the library's telephone number, email or website. Announcements are not to be

posted on the library's social media sites. No signage may be used on the exterior of the building or outside of the rooms with the exception of directional signs.

- Political candidates and their staff may use the rooms at the non-profit rate. Any elected official wishing to use the use rooms for a town hall meeting or public forum, including city council meetings and official city meetings, will not be charged a deposit or fee. If the elected official is using the room to fundraise or feature political candidates, the non-profit rate would then be applicable.
- The Conference/Community rooms may not be booked on a regular basis for more than one use per month by any group or individual; or upon special discretion given by the director.
- The Conference room is not available for use during scheduled Library Trustee and/or Friends of the Library meetings, city council meetings or any other official city meeting. The Community room is not available on general or special election days due to voting use. The teen room may not be reserved for meetings or gatherings.
- A 50 In. flat screen TV is available for use by anyone who is renting the Conference or Community rooms. The Samsung Smart TV is internet ready. Also available to use with the Smart TV is a Chromecast device, HDMI cables and a DVD/Blu Ray Disc Player. The media equipment may not be used outside of the library.
- To check out any of the media equipment, a valid driver's license must be left at the circulation desk. The driver's license will be returned when the media equipment is returned to the circulation desk. The media equipment must be brought back to the circulation desk to be checked back in. It may not be left in any of the rooms following an event.

Responsibilities

- The use of the rooms can only be rented during library operating hours. The event must be finished and cleaned up **15 minutes prior to library closing time.**
- Food may be brought in, but no food preparation may be done in either room. No alcohol is allowed at any time. Controlled substances and smoking are not permitted.
- Materials or equipment owned by an individual or group may not be left or stored at the library. The library will not be responsible for any material left in the library.
- No materials or property shall be moved in or attached that will damage floors, walls or woodwork. Each group is responsible for setting up the room and returning it to its original arrangement. All tables must be put down and all chairs stacked. Please clean tables, countertops, sink and floors (vacuumed) as needed. The room must be returned to its original condition immediately following use. Cleaning supplies are available in the rooms. Please bring trash in garbage bags to the circulation desk when checking out. Please ask the staff if you need extra garbage bags or cleaning supplies. **Failure to do any of the above will result in a forfeiture of your deposit.**
- **Community Room – The blinds on the upper section of the windows are not to be disturbed in any way. If you need to adjust lighting in the room, please carefully use the wooden shades on the lower half of the windows.**

Policy & Procedure revised 03/07/2016, 05/02/2016