

# **Fort Dodge Public Library**

## **Meeting Room Use Policy**

### **Purpose**

The Fort Dodge Public Library provides rooms for library programs and events, and civic, cultural, educational, and informational meetings. These rooms are made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Provision of meeting rooms does not constitute an endorsement of the content of the program or the views expressed by participants attending a program by the library. Topics, speakers, and resource materials are not excluded from library meeting rooms because of possible controversy.

### **Scheduling and Use Priorities**

1. Fort Dodge Public Library programs, activities, and meetings
2. Friends of the Fort Dodge Public Library programs, activities, and meetings
3. Fort Dodge Public Library Foundation meetings and activities
4. City of Fort Dodge meetings, programs, and activities
5. General public

Allocation of the library's meeting rooms may be adjusted at staff discretion.

The library also reserves the right to reschedule or cancel confirmed meeting room reservations to accommodate library-sponsored programs and events.

### **General Policies**

Meeting rooms are available for use during regular library hours. There is no fee for use of library meeting rooms.

Meeting room use is granted on a first come, first-served basis. Reservations may be made up to six (6) months in advance. Reservations must be made by an adult 18 years of age or older. Contact information for individuals and groups reserving the meeting rooms is required. Such information is considered public information.

Meeting rooms are primarily for use by nonprofit groups and organizations. Meetings or events must not be commercial in nature, including transacting business or soliciting customers or clients.

All meetings must be open to the public.

No group or individual may use the meeting rooms more than two days per month.

Rooms are not available for private parties or political campaign purposes (political forums and listening posts excepted).

Meetings that charge admission or attendance fees or that, in any way, promote sales, solicitation of later sales, order placement, or fundraising are prohibited except for events that benefit the Fort Dodge Public Library. Charges to recoup actual cost of food and materials are acceptable on a case-by-case basis as authorized in advance by a member of the library's management team.

Food and non-alcoholic beverages may be served in the library's meeting rooms.

Rooms may be rearranged, as needed, but are to be returned to the standard configuration posted in the room. Groups are responsible for clean-up. Items needed for clean-up are kept in each meeting room. If additional items are needed or supplies are missing they can be requested at the Check Out desk.

Groups will be charged for damage to the room or library equipment. Groups may be charged to cover the cost of resetting the room or extraordinary room clean up resulting from use.

The library's policy on Conduct in the Library applies to use of its meeting rooms and to attendees. Meeting room users and attendees must also follow all applicable City ordinances and codes as well as state and federal laws.

The library reserves the right to refuse use of its meeting rooms to individuals or groups that do not adhere to library policies and procedures or that are disruptive to normal library operations or that fail to follow any applicable local, state or federal laws.

Meetings for children and teens must have adult supervision (no less than a 1-10 ratio).

Small children of attendees may not be left unattended during meetings. (See Unattended Child/Safe Child Policy)

The Fort Dodge Public Library Board of Trustees and the City of Fort Dodge are not responsible for accidents, injury or loss of individual property incurred by groups or individuals while using the meeting rooms.

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