



Williamsburg Public Library
300 West State St.
Williamsburg, IA. 52361

Meeting Room Policies

Description of Meeting Rooms Available

- **Meeting Room A:** 918 square feet; with 12 tables and 34 chairs. Audio-Visual includes motorized screen and window blinds, ceiling-mounted projector.
- **Meeting Room B:** 447 square feet; with 8 tables and 25 chairs. Audio-Visual includes pull-down screen and window blinds, projector cart.

1. Types of Meetings

The Williamsburg Public Library provides meeting rooms for community groups' civic, cultural, educational, and public information meetings. Meeting rooms are not available for the sale of merchandise or order placement. The Library does however reserve the right to allow sales conducted by and for the Friends of the Library or the Williamsburg Library Foundation. Meeting room reservations can be made during Williamsburg Public Library hours of operation. Any charges must be paid in full at the time the room reservation is made.

2. Deposit and Rental Fees

A separate damage deposit of \$25.00 is required, except for library or city functions. After the condition of the meeting room has been inspected and approved by a library staff member, the deposit check can be picked up, or shredded by library staff, in accordance with what has been requested per the agreement of responsibilities of the meeting room user on the application form. It is not the responsibility of the Library to remind users to pick up their deposit after the event. Deposits not picked up within 30 days of the event will be deposited by the Library.

Fees:

Meeting Room A:

Community Groups/Non-Profit Groups	\$25.00
Business Groups/Individual Groups	\$50.00

Meeting Room B:

Community Groups/Non-Profit Groups	\$15.00
Business Groups/Individual Groups	\$30.00

Fees are for a four-hour block of time and fees beyond are an additional \$5 per hour. Upstairs rooms are free during library hours. Government entities may use the rooms at no cost but are still required to provide a damage deposit.

Cancellations must be reported at least 24 hours in advance of the meeting start-time, by the contact person on file (only). Meeting reservations canceled with less than 24 hours' notice

will forfeit fees paid for that date. Repeat cancellations with less than 24 hours' notice may result in loss of meeting room privileges.

3. Responsibilities of Meeting Room Users

- a. It is the responsibility of the user group to:
 - i. Set up chairs and tables as needed and to return the meeting room to its original condition before leaving.
 - ii. Floor is picked up and vacuumed before leaving (vacuum located in Meeting Room A).
 - iii. Groups are also responsible for leaving the library restrooms as clean after use as they were prior to the meeting.
 - iv. All refuse must be put in the provided garbage bag, taken from the room, and deposited in the library's outside dumpster.
 - v. Sink and counter in the kitchen area are wiped clean and any items are removed from the refrigerator.
 - vi. All personal items have been removed.
 - vii. The building is secured and the key card is returned in the outside library drop box if applicable.
- b. Signage or decorations must be approved by the Library prior to installation. Materials are not permitted on the walls. Open flames on candles or other decorative pieces are not allowed.
- c. No alcohol, tobacco, or controlled substances may be possessed or consumed on the premises. Smoking is not permitted in any area of the building.
- d. Children or youth groups using the meeting room are required to provide on-site supervision by at least one adult (age 18 or older).
- e. Groups are responsible for the payment of costs of any repair due to damage to the meeting room or library building that occurs during or in connection with the use of the meeting room.
- f. Reservations must be made in advance. Library programming is given priority scheduling in the meeting rooms. Reservation requests must be made in writing on the application form provided, and will not be confirmed on the calendar until payment is received for the reservation. Scheduling will be on a first-come, first-served basis. The person signing the form is the responsible party and shall be held accountable for damage to the facility, furnishings, fixtures, or equipment. The person signing the form shall be the contact member for the group.
- g. Groups that meet every month on an ongoing basis may keep a deposit on file, but the check must be replaced every six months. Meeting room rental fees must be paid each month before the meeting. If the group wishes to pay more than one rental fee at a time within a six-month period, it must be as a separate check for each reservation as refunds cannot be given.

- h. Meeting Times. Meetings may be held between the hours of 8 am and 9 pm. The keys are to be placed in the library drop box after the meeting room is cleaned and the building secured.

4. Audiovisual

Audiovisual and other equipment is available. Equipment should be reserved at the time of the reservation request. **If the instruction for equipment is required, a representative of the group must set up an appointment with a library staff member in advance of the meeting date.** Library staff will not be available for technical assistance outside of normal library hours.

5. Kitchenette Use

Meeting Room A has a counter, refrigerator, and sink available. The sink and counter must be wiped clean and all items removed from the refrigerator after use.

6. Library Responsibilities

- a. The Library does not assume any liability for injuries to persons, theft, or damage to personal property that occurs as a result of allowing a group or organization use of its meeting rooms. The group or organization shall agree to release and hold harmless the library from any liability that may occur as a result of said use.
- b. The Library takes no responsibility for any items left in the meeting room. Items found by library staff will be placed in the Lost and Found.
- c. Use of the meeting rooms does not imply endorsement of ideas expressed in the meetings or of the goals and objectives of the renting group or organization.
- d. The Director reserves the right to make final decisions regarding the use of the meeting room in exceptional circumstances that may arise. These decisions will align with the library's mission, policies, and community needs.

Approved by the Library Board of Trustees August 8, 2011