

## **FACILITY USE POLICY** (Reviewed and Approved March 8, 2021)

Patrons will not be allowed to eat in the main library, other than during supervised activities. Drinks from the Library Coffee Bar or lidded coffee, tea or water are allowed in the magazine and reference areas or Group Study room. Food will be allowed in the learning center if the Learning Center policy is followed. (Revised September 2014)

The Group Study room is available for individual study, small group discussions, or meeting during regular library hours. Reservations are on a first come, first serve basis with prime consideration given to library programs. (Revised October 2017)

Collecting money, soliciting orders for goods or services, and/or engaging in other profit-oriented enterprises is prohibited. (Revised February 2023)

## **FACILITY USE POLICY** (Reviewed and Approved March 2021, Updated April 2022)

The Learning Center is available for use by groups of 50 or less for the purpose of civic, cultural, educational and public information programs and meetings from 8 a.m. to 10 p.m. unless extended hours are approved by the library director.

Meeting Rooms are only to be used for meetings or study. No private social events are allowed, (Examples of private social events are birthday parties, baby or wedding showers, graduation parties, or card club).

The meeting rooms are NOT to be used for the direct sale of merchandise, goods, or services for profit, or the promotion of any commercial or profit-making venture or business. Meeting rooms are not to be used for fundraising for the benefit of private individuals or for private support of organizations, other than the Norma Anders Public Library.

### **Reservations & Keys**

Reservations are available on a first come-first serve basis and must be booked in advance in person during normal hours or by calling the library at 319-476-5210. Library programs and library meetings will receive first consideration in scheduling.

Applicants must include the name of the adult or group, purpose of the meeting, date and time desired, number of persons expected, and a name and telephone of a contact person.

Groups using the facilities after hours are responsible for picking up the key during regular business hours the day of your event or earlier if a key is available. Keys must be returned in the drop box after each use. Keys are the property of the library and no individual or group may have their own key to the building.

It is the responsibility of the person picking up the key to make sure the building is secure and left in the condition it is found including all areas used by your group including the lobby, restrooms, tables, chairs and floors.

Persons using the building are responsible for any damage to the building or its contents, as well as all cleanup after use.

The building will not be reserved by anyone under the age of 18. An adult must sign the rental agreement.

No individual or group may reassign use of the facilities to another person or event.

### **Facility Use Rules**

Collecting money, soliciting orders for goods or services, and/or engaging in other profit-oriented enterprises is prohibited.

Meeting Rooms are not available for business promotions, to sell merchandise or services, to solicit for later sales, placement of orders or client contact by commercial business.

Admission may not be charged for any events, nor dues collected in library meeting rooms except for fundraising events sponsored by the Library that benefit the library.

**At all times routes to all available exits must be kept clear.**

The use of the library's name in distributing partisan literature for an organization's mailing address may not be allowed. Use of the room by any group does not mean the library endorses its policies or beliefs.

Smoking, alcohol use or controlled substance use is not permitted on library grounds or in the library building.

Youth groups must have adequate adult supervision.

There will be nothing attached to the walls by any method except on the surfaces that are provided by the library for meeting presentations.

The library does not store any materials for any organization or group.

### **Refreshments & Cleanup**

There is a refrigerator and coffee maker available for light refreshments for groups using the Learning Center.

Crock pots may be used in the Learning Center with the following rules: 1. The room must be attended by at least one person while the crockpot is in use. 2.) Crockpots should be inspected to be in good condition and not have any visible damage to the electrical cord or other safety devices. All crockpots should be UL listed and evidence by a UL label or stamp on the bottom of the crockpot. If not, do not allow use. 3. Crockpots should be placed on a flat, heat-safe surfaces such as a countertop or metal table. 4.) Crockpots cannot be plugged into power strips or extension cords. They must be plugged directly into a wall outlet.

Groups using the facilities will provide their own serving supplies. Cleaner for counters, tables, and sinks, and carpet can be found under the sink in the Learning Center. A vacuum and spray mop can be found in the Learning Center closet for cleaning up spills and messes in the Learning Center, lobby area and restrooms. Any towels or rags belonging to the library that are used should be left to dry over the sink.

The Library Board asks that no "red" drinks be served in any part of the building.

Groups are responsible for their own set up and take down of furniture. Any furniture moved needs to be returned to its proper location.

Groups using the facilities are responsible for making sure to turn off all lights except those located in the lobby and to lock the building securely, checking the doors after exiting to make sure they are properly locked and secure.

The Norma Anders Public Library and the City of Dysart are not responsible for thefts or accidents during reserving party's use.

Failure to comply with any of the stipulations can result in immediate or future denial or permission to use library meeting rooms. The library board of trustees is authorized to deny permission to use the library facilities to any group or individual that violates these regulations. The library reserves the right to refuse or limit room use and can cancel or move any meeting without notice.