

POLICY ON MEETING ROOM USE

Reviewed and Revised December 2013

Reserving the Room:

- Meeting room reservations can be made during Mason City Public Library hours of operation. Any charges must be paid in full at the time the room reservation is made. Failure to pay rental fees in advance will result in cancellation of the reservation. Meeting Room reservations can be made up to six (6) months in advance.
- Cancellations of meeting room reservations should be made at least 24 hours before the start of the room rental. For the Mason City Room, a cancellation fee of \$25 will be assessed, absent good cause, if the library does not receive 24-hour advance notice.
- Library, library-related, civic, cultural, and educational programming shall receive priority in scheduling reservations.
- Meetings that interfere with normal library functions will not be permitted.
- The “point of contact” for groups renting meeting rooms and/or equipment must provide valid identification and sign a statement of responsibility in advance, on the reservation form.
- Groups wishing to use the facilities for multiple or recurring meetings must obtain permission from the library director, (or their designee), and will be subject to a quarterly re-evaluation. To promote the accessibility of the meeting rooms to a wide variety of community groups, the library may limit meetings for any organization. No group may use the library as its mailing address.
- No unauthorized personnel will have access to keys or alarm codes for the Library, The Commons Area nor the Mason City Room.
- In the event of emergency or weather related closings the meeting room users are responsible for notifying participants. Library closings are announced or listed on local TV and Radio stations.

Responsibilities:

- The library may require the meetings of youth groups have an adult in attendance.
- All advertising and public notices of meetings or events to be held in the community rooms are to refer to the location as the Mason City Room, Mason City Public Library, Mason City Public Library Board Room or Mason City Public Library Classroom. No event should be advertised in a manner that suggests library sponsorship when there is none.
- The Library neither approves nor disapproves of the content presented in meeting rooms and does not accept responsibility for ensuring accuracy or that all points of view are represented. Appropriate use of copyrighted material is the responsibility of the user.
- No materials or property shall be moved in or attached in a manner that will damage floors, windows, walls, or woodwork. Do not tape or tack items to floors, windows, walls or woodwork.

- Users of any meeting room must comply with the *Americans with Disabilities Act* and are responsible for providing qualified interpreters or auxiliary aids if requested. The user assumes the cost of reasonable accommodation.
- Meeting room users must follow all applicable City codes. Smoking is prohibited on the entire Library Campus. No alcoholic beverages are allowed on the premises. No lit candles or open flames are allowed.
- All meeting room users are expected to leave the rooms in the condition in which they were found. If an accident occurs, contact the staff immediately for help. Any property damage will be assessed at actual cost for restoration. Room Rental Fees will be assessed at \$100.00 for a day, for the Classroom and the Board Room and or \$200.00 for an entire day, for the Mason City Room. If a group selects the 'standard set-up,' rearrangement may be considered damages. .
- All room users must notify the library staff at the end of their meetings so that the room may be locked and the group's period of guardianship concluded. Meetings must end 20 minutes before the Library closes.
- The Library, the Library Board of Trustees and the City of Mason City are not responsible for accidents, injury or the loss of individual property for groups using the meeting rooms or library facilities.
- The Library cannot undertake to care for or store any materials for groups or individuals using the facilities, and will not be responsible for such materials while on the premises.
- Exceptions can be granted at the discretion of the Director and/or the Mason City Public Library Board of Trustees.