

Waverly Public Library

1500 W. Bremer Ave., Waverly, Iowa 50677-2836

Telephone 319-352-1223 * Fax 319-352-0872

email waverly@waverly.lib.ia.us

<http://www.waverlyia.com/public-library>

Waverly Public Library Meeting Room Policy

The Waverly Public Library is a community gathering place that provides facilities for group meetings.

Rooms are available for reservation with a \$10 deposit. The deposit will be refunded provided that:

1. The room is returned to its original set-up. (Set-up is the responsibility of the applicant.)
2. There are no additional cleaning charges assessed. (Clean-up is the responsibility of the applicant.)
3. The group has vacated the room at the time stated on the reservation form. (Meeting room use must conclude 15 minutes prior to library closing.)

If the deposit is not picked up within one week or arrangements made at the time of the original booking, it will be considered a donation to the Waverly Public Library.

Wireless Internet is available throughout the building. Please inquire in advance about library equipment availability. The user is responsible for connecting personal computers to library equipment. Presenters using meeting room equipment are expected to have a basic knowledge of equipment use. Staff will answer basic questions but cannot provide in-depth training.

MEETING ROOMS AVAILABLE BY RESERVATION:

Conference Room

- Seats 12-15 at large round table
- \$10 deposit

Bremer Room

- Seats up to 48 with tables and chairs, 76 with chairs only
- Equipment available includes: portable LCD projector, DVD/VHS capability, large screen, white board
- \$10 deposit

Waverly Room

- Seats 24 -36
- Tables are in classroom configuration
- Equipment available includes: portable LCD projector, DVD/VHS capability, large screen, white board
- \$10 deposit

Combined **BIG Room** (slider opened between Bremer/Waverly Room).

- Seats up to 100 in chairs
- **\$50 fee** for staff setup
- **\$20** deposit for both rooms

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MEETING ROOMS AVAILABLE WITH LIBRARY CARD CHECKOUT:

Individual Study Rooms 1 or 2

- Seats 1-4
- Available on a first-come, first-served basis

Collaboratory

- Seats up to 4
- Reserve in advance

Hours Available:

Monday – Thursday	8am - 8pm
Friday	8am - 6pm
Saturday	9am - 4pm
Sunday (Sept – May)	1pm - 4pm

After Hours meetings are possible for a fee of \$10 per half hour *for the Bremer Room and Waverly Room*. Reservations must be made at least 48 hours in advance.

Monday – Thursday	8pm – 10pm
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Important Information:

- Library programming takes precedence over other use of the space.
 - Light refreshments are allowed in all the rooms.
 - Waverly Public Library is a nicotine-free campus.
 - Alcohol and controlled substances are not permitted.
 - Open flames are not permitted.
 - Individuals using these spaces must comply with all library policies.
1. **Frequency of Use:** The library reserves the right to limit use by an individual, group, agency or organization in order to encourage the broadest use of the rooms. A *series* may be scheduled if demand permits and at staff discretion.
 2. **Public Meetings:** Any meeting of general interest to the public must be open to the public. If a space is requested for a private meeting, that must be stated on the application form. Private meetings are allowed at the discretion of the library director.
 3. **Advertising:** Organizations may not advertise the use of the library facility in any way that implies sponsorship by the library.
 4. **Membership:** Individuals or groups meeting within library spaces may not actively solicit library patrons for membership to any organization.

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5. **Financial Transactions:** Financial transactions including sales, direct and indirect, are not permitted, except for charges to cover class participation or normal collection of dues or memberships. Official library functions are excluded.
6. **Meeting Room Users Under Age 18:** For all meetings scheduled when the library is closed to the public, persons under the age of 18 may request a meeting room after hours if there is constant on-site supervision of the participants provided by an adult. For this purpose, “adult” means a person with legal capacity to assume contract responsibilities (generally a person 18 years of age or older). The adult sponsor must be listed as the contact person.
7. **Reservations:** Reservations may be made by an individual who holds a current library card in good standing. This individual is the contact person on the reservation form and will be held responsible for problems or costs.
8. **Americans With Disabilities Act:** Use of any library meeting space must be in compliance with the Americans with Disabilities Act. This means the responsible party must provide qualified interpreters or auxiliary aids if requested. The cost of such reasonable accommodation must be paid by the responsible party.
9. **Disclaimer:** The library is a place for the public to gather. Groups convening are neither endorsed nor affirmed by the library board or staff.

Approved May 30, 2000

Revised for Study Rooms 1 and 2 and Minors and Responsibility for ADA special accommodations. October 31, 2000

Revised for seating capacities and use of combined Multipurpose and Activities Rooms. 10-29-2002pc.

Revised. 1-25-2005pc

Revised to allow after-hours meetings 8-30-05 sm-r

Revision and reorganization 9-08-09 sm-r

Reviewed and approved 10-8-13 sm-r

Revised 6-9-15 sm-r

Minor Revisions 2-13-18 sm-r

Revised hours available and changed terminology to “nicotine-free” campus; 1-14-20 smr