

# 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](mailto:waverly@waverly.lib.ia.us)

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

## Waverly Public Library Public Meeting Room Policy

The Waverly Public Library is a community gathering place that provides meeting rooms to the public. The library's facilities are open to organizations engaged in educational, cultural, intellectual, charitable, advocacy, civic, religious, or political activities. These principles are spelled out in federal and state constitutions, the U.S. Bill of Rights, the Library Bill of Rights and its interpretations, and The Freedom to Read statement (Collection Development Policy, Appendix B).

The library does not provide display or exhibit space for use by the public or by groups meeting at the library, except for a community announcement board in the lobby.

The library does not necessarily endorse the beliefs, views, or speech of those using the library's public spaces. The content of meetings or displayed materials does not necessarily reflect the library's viewpoint. The library's designated public forum spaces do not exclude a group based on subject matter to be discussed or ideas for which the group advocates. Also the library will not remove or censor materials, displays, or programs simply because someone disagrees with the content, identity, beliefs, or affiliations of the sponsor. However, the Waverly Public Library's behavior and other policies apply. Policies are reviewed at least every three years. The denial of a use of space may be appealed in writing to the library director.

Meeting room reservations are made by completing a form online or contacting the library.

<http://www.waverlyia.com/public-library/services/meeting-rooms/default.aspx>

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. Although staff members may answer basic questions, they do not provide in-depth training.

### Available Hours:

Monday – Tuesday	8am - 8pm
Wed.-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 – Tuesday	8pm – 10pm
Wed. – Thursday	6pm – 10pm

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## MEETING ROOMS AVAILABLE BY RESERVATION:

### Conference Room

- Seats 12 at large round table

### Bremer Room (west room)

- Seats up to 48 with tables and chairs, 76 with chairs only
- Available equipment includes: LCD projector, large screen, TV, white board

### Waverly Room (east room)

- Seats 24 -36
- Tables are in classroom configuration
- Available equipment includes: LCD projector, large screen, TV, white board

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

- Seats up to 100 in chairs

### Collaboratory

- Seats up to 6

### Individual Study Rooms 1 or 2

- Seats 1-3
- Available on a first-come, first-served basis

### Room Information:

1. **Room Set-Up:** Set-up & clean-up is the responsibility of the applicant. Room must be returned to its original set-up at the end of the meeting.
2. **Reservation Time:** Room must be vacated at the time stated on the reservation form.
3. **Contact Person:** The contact person on the reservation form will be held responsible for problems or costs.
4. **Advance Reservations:** Reservations may be made up to 3 months in advance. In order to encourage the widest use of the rooms, the library reserves the right to limit use by an individual, group, agency or organization. A *series* may be scheduled if demand permits and at staff discretion. Library programming takes precedence over other use of the space.
5. **Public Meetings:** Any meeting of general interest to the public must be open to the public. Private meetings are allowed at the discretion of the library director and must be stated as private on the application form.

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6. **Advertising:** Organizations may not advertise the use of the library facility in any way that implies sponsorship by the library.
7. **Membership:** Individuals or groups meeting within library spaces may not actively solicit library patrons for membership to any organization.
8. **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.
9. **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.
10. **Americans With Disabilities Act:** Use of any library meeting space must be in compliance with the Americans with Disabilities Act, including qualified interpreters or auxiliary aids if requested. The cost of such reasonable accommodation must be paid by the responsible party.
11. **Policies:** Individuals using these spaces must comply with all library policies. Waverly Public Library is a nicotine-free campus. Alcohol and controlled substances are not permitted. Open flames are not permitted. Light refreshments are allowed in all the rooms.
12. **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

Revision 10-11-22 scem