

OTTUMWA PUBLIC LIBRARY
POLICY AND PROCEDURE

Name of Policy **MEETING ROOM USE**

Purpose: To provide community groups a public meeting space.

Procedure:

1. Community organizations and non-profit entities may request the use of the meeting room by contacting the library staff at no charge.
2. There can be no charge to attend any meeting at the library or fundraising conducted for outside groups for events at the library.
3. All reservation requests are at the discretion of the director.
4. Use of Library space for meetings in no way implies Library endorsement of ideas expressed in the meeting or of the aims and goals of the groups using the facilities.
5. There is no charge for the use of the meeting room but a cleaning fee of not less than \$20 will be charged to groups who fail to return a room to its original condition. (Groups must clean up and put furniture back in its original arrangement.)
6. Light refreshments may be served. No alcoholic beverages may be served.
7. The Ottumwa Public Library may not be used as the official address or headquarters of any organization.
8. Library activities and functions have priority. The Library reserves the right to cancel a meeting if circumstances warrant.

Date Reviewed: 9 July 2018

Date revised: 12 October 2015

Date revised: 11 March 2013

Date revised: 8 November 2010

By: Ottumwa Public Library Board of Trustees