

# Community Room Policies

The purpose of the Library's community room is to provide space for library programs and events, to fulfill the Library's role as a community center, where the public can attend informational, educational, cultural events and to champion the principle of intellectual freedom by providing a forum for the free exchange of ideas.

The community room is available to any group or individual on a first come, first served basis with Library sponsored events taking priority. Minors (under 18) are to be under Adult supervision (18 or over) at all times during the use of the room. Organizations that may use the room include non-profit corporations (defined as those entities granted tax-exempt status by the IRS under section 501(c)(3) of the Internal Revenue Code), a candidate's campaign committee (as defined in Iowa Code §68A.102(5)), a political committee (as defined by Iowa Code §68A.102(18)), a non-profit group that provides appropriate contact information, a governmental subdivision, or a department/division/bureau of a governmental subdivision. All individuals or groups must request the room at least 24 hours in advance of use or at the discretion of library staff.

There is no fee for the use of the community room, but a deposit may be required at the discretion of the Library Director. Groups will be charged for labor and materials to cover the cost of resetting the room, damage or extraordinary room clean up that result from use.

Admission may not be charged for any events in the library's community room.

Selling and fundraising in the Community Room is not permitted with the exception of events of which the library is a direct financial beneficiary.

The Library neither approves or disapproves of content, ideas or subject matter presented in meeting rooms and does not accept responsibility for ensuring accuracy or that all points of view are represented.

The community room is available for use during the hours the library is open. If a group requests to use the room outside regular business hours, a key must be checked out on a valid library card. Refreshments may be served in the meeting rooms provided the room is left in the condition it was found and users bring their own utensils and supplies. Meeting room users must follow all applicable City codes.

The teen room may be reserved for small groups during normal library hours and during regular school hours when teens would not be expected to be present.

Smoking is prohibited in all areas of the Library, including the community room, lobby and vestibules.

No alcoholic beverages are allowed on the premises. No lit candles, open flames, or activities which produce smoke are allowed.

Meeting room reservation information is a public record and subject to public notice.

The Library Board and Trustees or the City of West Branch are not responsible for accidents, injury, or loss of individual property while using the community room. Storage of materials is not allowed without prior approval from the Library Director. This policy shall be administered by the Library Director, or her/his designee, who is authorized to adopt rules to implement it. Exceptions may be granted for programs deemed to be in the public interest.

Reviewed 03/22

Revised 01/20

Revised 05/17

Revised 05/14  
Revised 03/11  
Revised 09/08  
Revised 03/06