

Meeting Room/Study Room Policy

The Clive Public Library welcomes public use of its Library Community Room and study rooms. Our rooms may be used for civic, community, cultural, or educational purposes. Rooms may not be used for parties or other social activities. The rooms are available during regular library hours of operation.

The Library Community Room is a designated Polling Place & elections take priority over all existing reservations.

Study rooms are available for use by patrons who require a quiet atmosphere in which to pursue individual study as well as contain the noise of small (approx. 8-10 people) group discussions. The Library Community Room is available for use by patrons who require a large room for larger group meetings.

GENERAL RULES OF USE:

To ensure these spaces are available, clean, and functional for all members of our community, the Clive Public Library Board of Trustees sets forth the following guidelines defining the use of the library's study and meeting rooms.

Library Community Room Guidelines:

Reservations for the Library Community Room are taken only up to four months in advance (including current month).

1. No admission fees can be charged.
2. Literacy events may use the study room on an ongoing basis with the direction of the Library Manager.
3. City functions may use the meeting room without filling out the meeting room contract.
4. Meeting rooms may be used only during regularly scheduled hours of library service. The period allotted for use includes the time required to return the room to proper order. The furniture must be returned to its original arrangement and all participants must be out of the room by the scheduled ending time.
5. Events must not be commercial in nature, including transacting business or soliciting customers or clients. Organizations may be required to provide evidence of their non-profit status in order to use the meeting rooms.
6. Users of the room assume full responsibility for damage to Library property in their custody. Cancellations should be made promptly so other meetings may be scheduled.
7. Applications will be considered in a "first come, first served" manner. The library will not be responsible for theft or damage of equipment or material supplied by users. This includes personal items.
8. Any individual or group who fails to abide by these provisions may be denied future use of meeting space.
9. Meeting room requests must be made by an adult who is 18 years or older and who will insure adult supervision is provided.
10. Individuals using these spaces must comply with all library policies and shall immediately cease actions deemed in violation of this, or any library policy(ies) upon request. Failure to abide by the library's policies and procedures will result in suspension or termination of privileges.
11. Organizations may not advertise the use of the library facility in any way that implies sponsorship by the library. Any publicity by organizations using the study rooms, independent of library sponsorship, may not include the library's telephone number.
12. The library will not provide storage for patrons using any of the library's public areas. No materials of any type may be attached to walls or doors.
13. Meeting room use must conclude no later than 15 minutes prior to library closing.
14. If audio-visual equipment is to be used, reservations should be made at the time the room is booked. There is NO guarantee that equipment will be available. Presenters using the meeting room equipment are expected to have a basic knowledge of their use. Staff cannot provide in-depth training but will answer basic questions about the equipment.
15. Under adequate notice and for sufficient reason, the library reserves the right to revoke permission to use the meeting room.
16. Reservations should be made with the library preferably a week or more in advance of use. The room will be assigned to groups in order of receipt of application, no reservations will be accepted more than **3 months** in advance. The library retains the right to cancel a reservation with at least 24 hours' notice when rooms are needed for library functions.

17. Audio visual and other equipment is available and is listed on the contract. Equipment should be reserved at least a week in advance, preferably at the time the room is reserved. The library cannot provide operators for this equipment. If instruction is required for equipment operation, it is suggested that a representative of the group set up an appointment with the appropriate staff member in advance. The library reserves the right to deny the use of equipment to anyone who cannot demonstrate due competence & proper care in the use of the equipment.
18. At the time of booking, patrons planning to bring in their own equipment must inform library staff of the nature of the equipment that will be brought in. Library staff will not be available to assist patrons with the operation of non-library equipment. The library assumes no responsibility for any equipment, supplies or materials brought to the library by any group or individual attending a meeting; nor does it assume any liability for groups or individuals attending a meeting in the library.

Permission to use a meeting room does not imply that the Library Board, the Library Staff or the City of Clive supports the opinions and/or views of the user.

Study Room Guidelines:

1. Use is limited to 2 hours at a time. Additional time may be allotted if a room is available. Study rooms are available for use during regular library hours.
2. Study rooms may be reserved up to 4 months (including current) in advance. Walk in use is subject to availability.
3. Study rooms are available for individual and group study. They may not be used for commercial purposes, including transacting business or soliciting customer or clients, but may be used for employee work groups or other work related meetings.
4. Individuals using these spaces must comply with all library policies and shall immediately cease actions deemed in violation of this, or any library policy(ies) upon request. Failure to abide by the library's policies and procedures will result in suspension or termination of privileges.
5. Use of these areas as a place to conduct regular "for-profit business" or "office hours" is prohibited.
6. The library will not provide storage for patrons using any of the library's public areas. No materials of any type may be attached to walls or doors.
7. Users are responsible for the safety/security of their personal belongings at all times. Items left behind will be placed in the library's lost and found. The library will not be responsible for theft or damage of equipment, materials or personal items.
8. Room use is limited to individuals or small groups. The room capacity is a total of 8-10 individuals. Any furniture moved in or within the room must be returned to its original location.
9. Study room use must conclude no later than 15 minutes prior to library closing.
10. Study rooms are not intended for group meals, activities such as crafts that require clean up, or storage of personal items.
11. Any individual or group who fails to abide by these provisions may be denied future use of study room space and may be asked to leave the library immediately.
12. Reservations will be held for fifteen minutes after the beginning of the reservation. The reservation will be cancelled if the person/group does not show up.
13. Privacy is not guaranteed. Study rooms are not sound proof.

Updated & Approved 12/2018

Updated & Approved 11/2017

Approved 2017