

DRAKE COMMUNITY LIBRARY MEETING ROOM AND STUDY ROOM POLICY

Purpose

The Drake Community Library provides meeting rooms and study rooms to meet community needs and strives to provide broad access for use by the public. These rooms are made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Provision of Library meeting rooms and study rooms does not constitute an endorsement by the Library of the content of programs or the views expressed by participants. Topics, speakers, and resource materials are not excluded from Library meeting rooms because of possible controversy. Rooms are not available for private social events including birthday parties, retirement parties or showers.

Rooms Available and Capacities

Community Room

Capacity 110 seated with chairs only, or 80 with tables in use.

LCD projector, speaker system with hearing loop, kitchenette, and divider wall available for use. One-half capacity limits apply when divider wall is in place.

Board Room

Capacity 12 seated around table.

Large Group Study Room

Capacity 10 seated around table.

Small Group Study Rooms (2)

Capacity 3.

Story Room

Prioritized for Library events. Outside groups may use with prior approval.

Eligibility

Reservations for meeting rooms must be made by persons 18 years or older.

Study rooms may be reserved by persons 13 years or older.

Reservations

Meeting rooms are scheduled on a first-come, first-served basis.

Library programs and events take precedence over any other use of public space. The Library may cancel a reservation or change room assignments to accommodate Library use.

Reservations may be made up to 90 days in advance for all groups other than the Library or Friends of the Library. Requests more than 90 days in advance are subject to the Director or their designee's discretion on a case-by-case basis and may be made no more than 180 days in advance.

The Library reserves the right to limit the number of reservations by any organization so that all groups may have a fair opportunity to use the meeting rooms.

Meetings may be scheduled by telephone, online, or in person. Meeting room reservations made online are considered tentative until a confirmation email is issued. Patrons who do not receive a confirmation email are not guaranteed use of the room.

Conditions of Use

Use of the meeting rooms must be free of charge. No admission fees may be charged, no items or services may be sold, and no fundraising, solicitation, or collection of donations may occur. The Library Director may grant permission to the Friends of Drake Community Library to hold fundraising events such as the annual book sale.

All advertising and public notices of events held in Library meeting rooms must clearly state the sponsoring organization. No organization or group shall use the Library as its official address.

Equipment must be scheduled in advance. Organizations must supply their own laptop computer.

Organizations are responsible for taking reasonable precautions to avoid damage to equipment, furnishings, floor coverings, and other Library property. The Library will bill organizations for damaged property.

Only Post-It® materials are permitted on wall surfaces, and only dry erase markers may be used on whiteboard surfaces.

Exits shall not be obstructed and all materials brought into the room shall be completely removed.

Set up and clean up are the responsibility of the user. Furniture may be arranged to meet the needs of the group and must be returned to its default arrangement at the conclusion of the meeting.

The Library reserves the right to deny or revoke use of meeting rooms or study rooms for failure to comply with this policy.

Meeting Room Guidelines

Community Room

Meetings may begin as early as 9:00 a.m. Monday through Friday, 9:30 a.m. on Saturday, and 1:30 p.m. on Sunday. Meetings that extend past Library closing time must begin before the Library closes.

Food and non-alcoholic beverages are permitted.

Board Room

Meetings may begin after opening and must conclude no later than 15 minutes prior to the Library's closing time, including tear-down and clean-up.

Covered non-alcoholic beverages are permitted.

Study Room Guidelines

Meetings may begin after opening and must conclude no later than 15 minutes prior to the Library's closing time, including clean-up.

Covered non-alcoholic beverages are permitted.

No more than 3 people per study room.

Adopted 04/1

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