

1.1 Meeting Rooms A, B, C, D, E, F & Iowa Room

Adopted: 2000

Approved: 2001, 2003, 2010

Amended & Reapproved: July 17, 2013; January 25, 2014; November 19, 2014; August 17, 2016, April 18, 2018; January 16, 2019; June 15, 2022

POLICY:

The Council Bluffs Public Library allows its meeting room space to be used by the Community for meetings or study that enriches, informs or empowers participants.

PROCEDURE:

- Meeting Rooms are only to be used for meetings or study that support cultural, educational, and or intellectual endeavors that are appropriate for the facilities.
 - Private social events are not allowed, including but not limited to birthday parties, baby and wedding showers, graduation parties, receptions and weddings.
 - Business promotions are not allowed, including but not limited to selling merchandise or services, use by multi-level marketing groups, soliciting for later sales, placement of orders, and client contact by commercial business. (See Solicitation Policy).
 - Exceptions are events, programs, or sales conducted by the Friends of the Council Bluffs Public Library, Council Bluffs Public Library Foundation, City Departments, the Library Board of Trustees, or city affiliated boards and commissions.
- Use of the Library Meeting Rooms by the Library, the Board of Trustees, the Council Bluffs Public Library Foundation, or the Friends of the Council Bluffs Public Library, and the City of Council Bluffs will be given first priority.
- The Library reserves the right to refuse or limit room use and can cancel or move any meeting.
 - The Library reserves the right to adjust the capacity and number of participants allowed in a meeting space dependent upon public, state, and federal orders, recommendations, or guidance.
- Meeting Rooms are available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members. Use by individuals or groups does not constitute an endorsement by the Library or City of program content or the views expressed by the participants.
- Any advertisement of a meeting being held in a library meeting room must clearly identify the person, group or organization sponsoring the meeting, and must not claim endorsement of or sponsorship by the Library or City either explicitly or implicitly.
- Meeting Room reservation requests must be reserved online or through the Reference Desk.
 - Meeting Rooms can only be utilized during open Library hours and all meetings must end 30 minutes prior to closing, unless prior approval has been granted. Meeting set-up and clean-up is the responsibility of the user and must take place during regular library hours.

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- Meeting Rooms cannot be reserved on Sundays without the permission of the Library Director, or director's designee.
- Reservation requests by an individual, group, or organization for use of the Meeting Rooms on a recurring basis may be limited. Reservation requests cannot be made more than 6 months in advance.
- No individual or group may reassign use of the facilities to another person or group.
- Walk-in use of the Meeting Rooms is allowable subject to availability, but walk-in groups and individuals must be willing to relinquish the room if it is needed by a group or individual that has a reservation. Walk-in requests are made at the Reference Desk.
- Patrons must be 14 years or older to book a Meeting Room.
- Rooms are available to non-profit corporations for free (defined as those entities granted tax-exempt status by the IRS under section 501(c)(3) or other tax exempt sections 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 citizen's group that provides appropriate contact information, a governmental subdivision, or a department/division/bureau of a governmental subdivision.
- For-profit groups (such as businesses and law offices) are charged a nominal fee for meeting rooms that contain equipment. All fees from for-profit groups must be received by the Reference Desk before the usage of a Meeting Room occurs. Cancellations must be received 24 hours in advance in order to receive a full refund.
- Admission may not be charged for any events in library meeting rooms except for fundraising events sponsored by the Council Bluffs Public Library Foundation or the Friends of the Council Bluffs Public Library that benefit the library or formal partnerships that have been entered with the Council Bluffs Public Library.
- Food is allowed in the Meeting Rooms with prior approval from Library Staff.
 - Individuals or groups using the kitchenette that is available in Meeting Room B are responsible for bringing their own supplies, removal of all food and drink from the premises, as the Library will not be responsible for any property of individuals or organizations that is left in the Meeting Rooms. The area must be left in a neat and clean condition.
- Privacy is not guaranteed. Meeting Rooms are not soundproof.
- Requests to adjust the heating or cooling must be made 72 hours in advance of the room use. Requests are not guaranteed to be fulfilled.
- Meeting Room fees and equipment options for each room can be found on the library website.
 - Library does not provide additional equipment (such as adapters, power cords, cables, etc.). The Library cannot guarantee that personal electronic items will work with library audio/visual equipment.
- Individuals or groups using the Meeting Rooms must comply with all applicable Library Policies unless waived by the Library Board.
- Damage to or theft of Library property, including more than routine cleaning, will be the responsibility of the individual or group reserving the Meeting Room and costs will be billed accordingly and may affect future use of the rooms.
- The primary individual reserving the meeting room, hereinafter referred to as the Patron, is responsible for the entire meeting and the actions of all participants. The Patron agrees to protect, defend, indemnify and hold harmless the Council Bluffs Public Library, its boards, staff, volunteers, and members from any and all claims, liabilities, demands, losses, or damage due to personal injury otherwise arising from the use of the Council Bluffs Public Library's meeting rooms, by the Patron or any of the invitees of the Patron.

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The Council Bluffs Public Library shall have no responsibility whatsoever for the safety, protection, security, or well-being of the Patron, invitee, or the property of any Patron or invitee, brought upon the premises of the Council Bluffs Public Library by the Patron or any of the Patron's invitees.

- Failure to cancel the meeting 24 hours prior to the reserved time or failing to show may be cause for refusing future requests by that individual, group, or organization for meeting room space.
 - If an individual, group, or organization does not arrive within half an hour after their reserved time, the meeting room will be made available to other patrons.
- Failure to adhere to Meeting Room or Library Policies may result in the suspension of meeting room privileges.