

## 1.15 Temporary Meeting Room

Adopted: February 17, 2021

Amended & Reapproved: May 19, 2021

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### **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. In order to provide access to meeting room spaces during the COVID-19 pandemic, additional criteria to Policy 1.1 must be met.

### **PROCEDURE:**

- Meeting room attendees may not exceed the maximum capacity of each room. Capacities may fluctuate due to Covid-19 guidelines. The Council Bluffs Public Library has the right at any time to adjust the capacity and number of participants in a meeting room.
- Individuals who reserved the meeting room must alert the Circulation Desk for use of Meeting Rooms A and B or the Reference Desk for Meeting Rooms C, D, E and F when they arrive. Staff will unlock the designated meeting room. Individuals who reserved the room must alert the same staff desk when they are vacating the meeting room.
- Seating will be available for the maximum occupancy. Additional seating will not be provided.
- The table and chairs arrangement needs to be returned to the original set-up before meeting rooms are vacated.
- All meetings must end 30 minutes prior to closing.
- Table surfaces and chair surfaces will be cleaned after each meeting room use by Library Staff.
- Additional cleaning supplies will be available on request.
- 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, and as such will be responsible for reminding participants of Covid-19 guidelines.
- The Patron shall be solely responsible for the behavior of the Patron's invitees; 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. 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.

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POLICY MANUAL

brought upon the premises of the Council Bluffs Public Library by the Patron or any of the Patron's invitees.

- Failure to adhere to Meeting Room usage requirements will result in the inability to reserve a room for 6 months, by the individual, group or organization.