

Clarion Public Library

Meeting Room Use Policy

The Clarion Public Library welcomes the public use of its meeting rooms in keeping with the Library's mission: "Connecting people with information, ideas, and experiences to provide enjoyment, enrich lives, and strengthen our community."

Guidelines

- All events held in the Clarion Public Library must be conducted in an orderly manner and in full compliance with all applicable Library policies and City laws and regulations.
- Fire code occupancy limits must be observed and will be enforced.
- The User is expected to:
 - Have control over the event;
 - Keep meeting room door closed; and
 - Maintain the quiet environment during business hours.
- Permission to use the meeting rooms does not imply Library endorsement.
- Children under the age of 18 must be accompanied by an adult.

Prohibited Activities

- Collecting money, soliciting orders for goods or services, and/or engaging in other profit-oriented enterprises is prohibited. Exceptions may be made for Clarion Public Library and City of Clarion events.
- The Library strictly adheres to the Iowa Smokefree Air Act and the facility is smoke-free.
- Alcoholic, controlled substances, and firearms are prohibited.
- Lighted candles and use of materials such as confetti, rice, bird seed, smoke/fog machines, silly string, etc. is prohibited in the facility and on the grounds.
- Biohazardous materials are prohibited.

Reservations

- A meeting room reservation request must be submitted at least five business days prior to use.
- Reservations will be honored on a first-come, first-serve basis. A reservation will not be considered complete until an application is received and approved by the Library and the deposit is paid in full.
- Reservations may be scheduled no more than twelve months in advance.
- Library-hosted and City-hosted activities shall be given priority when considering meeting room usage.

Fees and Payment

Community room (large room) is available for rent 8 a.m. to 9 p.m. Monday through Sunday.

Community Room	Monday – Thursday	Friday - Sunday
Room capacity 125	\$30.00 (up to 4 hrs.)	\$45.00 (up to 4 hrs.)
	\$60.00 (up to 8 hrs.)	\$90.00 (up to 8 hrs.)

Programming room (small room) is available to rent as follows:

Programming Room	Tuesday, Wednesday, and Thursday: 5 p.m. - 9 p.m.	Friday 5 p.m. – 9 p.m. Saturday noon – 9 p.m. Sunday 8 a.m. – 9 p.m.
Room capacity 20	\$20.00 (up to 4 hrs.)	\$25.00 (up to 4 hrs.)
		\$50.00 (up to 8 hrs.)

Non-profit/501c3 groups are half-price with a letter of confirmation.

The contracted event time includes setup and breakdown time.

Graduations will require User to rent both Community room and Programming room at a fee of \$100.00 per day.

Security Deposit

A security deposit of \$100 is required at the time of application and is payable by cash or check to the Clarion Public Library.

User deposit is to insure:

- Room is returned to its standard arrangement.
- No loss or damage to library property.
- Carpeted areas vacuumed and surfaces cleaned (including tables and chairs).
- Restrooms left as clean as they were prior to use.
- Trash taken to outside dumpster (2 bag limit). No cardboard may be put in dumpster.
- Event guests are to remain in the rented room:
 - No loitering, lounging, or playing in foyer or entrance.
 - No unnecessary use of elevator.

User will be held accountable and charged for any damage incurred to the furniture, equipment, and/or to the building, that exceeds the deposit of \$100.00.

Security cameras will be monitored. Failure to respect Library policies will result in a forfeiture of deposit and will affect future room rentals.

The deposit is refundable if the event is cancelled. Please submit cancellation requests in writing or by email 24 hours in advance.

Force Majeure

In the event of an act of God, pandemic, or natural disaster that deems the facility uninhabitable or potentially dangerous, the User will be unable to utilize the facility or associated spaces. The Clarion Public Library shall give the User notice, if possible, of Force Majeure citing an inability to carry out its obligations hereunder, and neither party shall be further obligated nor considered in breach of contract to the extent that performance of their respective obligations is prevented. The Clarion Public Library shall refund all monies paid in conjunction with the planned facility use and work with the User to reschedule their planned use of space to another available date agreeable to both parties.

Equipment and Furniture

- The Library will provide tables and chairs.
- Requests for equipment must be made at the time the room is reserved. Available equipment includes podium, projector, and screen.
- A small kitchenette is available in the Community Room and includes a refrigerator, microwave, stove, and coffeemaker.
- If instruction for equipment is required, a representative of the group must set up an appointment with a Library staff member prior to meeting. Library staff will not serve as operators for equipment.
- Internet service and Wi-Fi cannot be guaranteed.

Event Setup

- All displays and decorations must be freestanding.
- Materials may not be affixed to walls, ceilings, or woodwork.
- A directional sign may be placed inside the lobby upon request.

Keys are to be placed in the library drop box after the meeting room is cleaned and the building secured.

Contracted Event Time

- The contracted event time includes setup and breakdown requirements.
- If an extension of the contracted event time is required, it must be requested prior to event.
- If an event space is not in its original condition by the end time listed on the application, the deposit will be forfeited.
- All events must end by 9 p.m.

Parking

Please leave available parking spaces along the building for our patrons during library business hours.

Entertainment and Music

During operational Library hours, User guests, entertainment, and music must not interfere with the peaceful use of the library.

Event Publicity

- The use of the Library or City logos for events other than officially sanctioned Library or City events is prohibited.
- Promotional materials may not state or imply Library sponsorship and may only be distributed or displayed in the meeting room.
- Public notices and advertising of meetings are to refer to the location as the Community Room - Clarion Public Library. The Library telephone number may not be used.

The Library does not assume any liability for injuries to persons, theft or damage to personal property and/or personal equipment that occurs as a result of allowing User use of its meeting rooms.

User shall agree to release and hold harmless the Library from any and all liability that may occur as a result of said use.

The Library takes no responsibility for any items left in the meeting room. Items found by library staff will be placed in the Lost and Found.

Revised by the Clarion Board of Trustees, June 14th, 2021.

Adopted 8/12/13