

IDA GROVE PUBLIC LIBRARY

Heritage Room Policy

Policy:

As a way of supporting our mission and vision, the library welcomes the use of the Heritage Room within the guidelines that accompany this policy. *Please note: priority in the use of the Heritage Room will always be given to library-sponsored and co-sponsored programs and programs held in cooperation with the library.*

Policy Statements:

- The Heritage Room is designated for use by individuals, groups, and organizations as a public meeting place. Use of the space to conduct for-profit business, host private personal parties, events, or campaign for any elected office is prohibited.
- Individuals, groups, or organizations may not sell merchandise, do fundraising, or actively solicit library users for sales/business purposes, or membership to any organization.
- All meetings must be open to the public; all doors are required to be unlocked during use.
- The Heritage Room may not be used for meetings or discussions that encourage or promote harassment, violence, physical injury to individuals or groups of individuals, or conflict with the intent and scope of the Library's mission.
- No admission, attendance charge, or required donation may be assessed by any non-library group using a meeting room. However, groups may charge a reasonable fee to recover the costs of materials, handouts, craft-making supplies, refreshments, etc. Arrangements for any such fees must be approved at the time of booking by the library director.
- Meetings planned by a company or individual to promote, advertise or lead to the sale of a product or service are not permitted.
- Use of the Heritage Room in no way implies library endorsement of ideas expressed in meetings or the aims and goals of individuals or groups using the space. Should the Library receive questions or complaints regarding the objectives or activities of any organization, group, or individual requesting use of these spaces, the library board shall be the final authority in granting or refusing permission for the use of the rooms. Interpretation of this policy is left to the discretion of the Library Director. Final authority rests with the Board of Trustees.

Fees and Liabilities:

Residents

Residents of Ida Grove and Ida County, local organizations, and groups may use the Heritage Room free of charge, within the following guidelines:

- Payment shall be made for any damage to or loss of library property and a fee for janitorial service may be assessed if the room is not left in the condition in which it was found.
- Groups who have previously disregarded library policy may be charged a refundable deposit for future use of the room or have their request denied; dependent upon the previous violations of library policy.
- The library is not liable for injuries to people or damage to property of any group or individual using the room.

Non-Residents

Individuals, organizations, and groups outside of the Ida Grove or Ida County service area may request to reserve the Heritage Room, during open library hours, and will be charged a nominal fee to cover costs associated with the use of the room. The following guidelines will be used to assess costs:

- A standard charge of \$20 (non-refundable) will be assessed at the time of reservation to groups, organizations, and individuals outside of the Ida Grove and/or Ida County service area. The fee may be reduced or waived for state and federal government entities at the discretion of the library director or board of trustees.
- The Heritage Room may be used during open library hours only and activities must conclude at least 30 minutes before library closing.
- Payment shall be made for any damage to or loss of library property and a fee for janitorial services may be assessed if the room is not left in the condition in which it was found.
- Groups who have previously disregarded library policy may be charged a refundable deposit for future use of the room or have their request denied; dependent upon the previous violations of library policy.
- The library is not liable for injuries to people or damage to property of any group or individual using the room.

Guidelines:

- 1) Library programs take precedence over other meeting room activities.
- 2) Arrangements for reserving the room must be made with the library at least one week in advance and a completed Heritage Room Use Application must be on file.
- 3) Each group using the room is responsible for setting up the room and returning it to its original condition. Any furniture moved in the Heritage Room must be returned to its proper place.
- 4) Displays, decorations, or posters must be free-standing; no tape or adhesives are allowed on walls, tables, or other furniture in the Heritage Room.
- 5) Only light refreshments may be served. No alcoholic beverages are allowed. The Heritage Room must be left free of crumbs, waste, etc. The library provides no equipment or services for the serving of refreshments.
- 6) Smoking is prohibited on library property. E-cigarettes and other electronic smoking devices are also prohibited on library property.
- 7) No equipment or records belonging to the group meeting in the Heritage Room will be stored in the Heritage Room or on library premises. Any items left in the Heritage Room will be discarded.
- 8) The Heritage Room is unavailable for public use on Sundays or holidays.
- 9) Meetings held in the Heritage Room must not disturb normal library operations. The library reserves the right to stop meetings that are disruptive to normal library operations.

Reservations and Cancellations:

- Requests for use of the Heritage Room may be made over the phone, through email, or at the Circulation Desk at least one week before the requested meeting date. Requests made over the phone will require written verification of intended use of the room before approval and scheduling.
- Heritage Room Use Applications may be found online on the library's website or may be obtained from the circulation desk during normal library hours.
- Applications for the use of the meeting room must be signed by a representative of the group and filed with the library.
- Charges for use of the room, if applicable, will be required at the time of reservation.

- Requests will be considered on a first-come, first-serve basis.
- The library reserves the right to cancel prior meeting room reservations without notice in the event of an emergency, such as snow closings or unsafe building conditions. All efforts will be made to notify groups scheduled to use the Heritage Room in the event of an emergency.
- Library staff should be notified as soon as possible if a meeting scheduled for the room has been canceled.

Reservation Frequency:

- Reservations must be made on an individual basis.
- Recurring reservations are not permitted.

Publicity:

- The name, address, or phone number of the Ida Grove Public Library may not be used as the official address of an organization or group.
- The use of the Heritage Room by non-library groups shall not be publicized in such a way as to imply library sponsorship of the group's activities

Exemptions:

- Library-sponsored programs or programs sponsored by outside individuals or organizations in cooperation with the library are exempt from this policy since their activities and programs fall within the service goals of the library. Exemptions are determined by the Library Board of Trustees.