

## Meeting Room Use Policy

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The Ankeny Kirkendall Public Library welcomes the public use of its meeting rooms in keeping with the Library's mission "to be a welcoming and inclusive community center of learning experiences and entertainment, interaction and connection."

### Guidelines

- A. All events held in the Ankeny Kirkendall Public Library must be conducted in an orderly manner and in full compliance with all applicable Library policies and City laws and regulations. Users not in compliance may be asked to leave. Repeated offenses may result in loss of room usage.
- B. Fire code occupancy limits must be observed and will be enforced.
- C. For those events occurring during regular Library hours, the User is expected to control the event and avoid disturbing the peaceful use of the Library.
- D. Permission to use the meeting rooms does not imply Library endorsement.

### Prohibited Activities

- A. Collecting money, soliciting orders for goods or services, or engaging in other profit-making enterprises is prohibited. Exceptions may be made for fundraising events.
- B. The Library strictly adheres to the Iowa Smoke free Air Act and the facility and grounds are smoke-free.
- C. The sale of alcoholic beverages is prohibited, unless a liquor license has been obtained from the Iowa Alcoholic Beverages Division.
- D. Prohibited items: lighted candles and the use of materials such as confetti, rice, bird seed, smoke/fog machines, silly string, and the like, is prohibited in the facility and on the grounds.
- E. The use of the City or Library logos for events other than officially sanctioned City or Library events is prohibited.
- F. Promotional materials may not state or imply Library sponsorship and may only be distributed or displayed in the meeting room.

### Reservations

- A. A Library card is not required to reserve a meeting room.
- B. A meeting room reservation request must be submitted at least two business days prior to use.
- C. Meeting rooms may be reserved based on the following schedule:

Monday – Thursday	7:00 AM – 9:00 PM
Friday – Saturday	7:00 AM – 12:00 AM
Sunday	7:00 AM – 9:00 PM

- D. Usage outside library hours will require a key card for building access. Key cards must be picked up the day before the event.
- E. Reservations will be honored on a first-come, first-served basis. A reservation will not be considered complete until a payment has been received and the application has been approved by the Library.
- F. Reservations may be scheduled no more than 6 months in advance.
- G. Library-hosted and City-hosted activities shall be given priority when considering meeting room usage.
- H. No more than two reservations per month, per individual or group, are allowed. Exceptions may be granted based on space availability, the time and day requested, and the interval between meetings.
- I. Long-term reservations may be requested and will require a separate User agreement approved by the City Council.

**Fees and Payment**

- A. Fees will be determined at the following levels: government, non-profit, standard and contracted. The Library will determine the appropriate rate depending on the nature of the User.
  - 1. Government entities: Federal, state or local governments and Indian Tribal organizations.
  - 2. Non-Profit entities: 501(c)3 or similar tax-exempt organization per the Internal Revenue Service. Proof of exemption may be requested.
  - 3. Standard: All others will be charged standard rental rates.
  - 4. Contracted: Long-term reservations approved by separate User agreement.

	Government Hourly Rate	Non-Profit Hourly Rate	Standard Hourly Rate	Contracted Hourly Rate
City Council Chambers	\$0.00	\$25.00	\$50.00	\$100.00
Meeting Room A	\$0.00	\$25.00	\$50.00	\$100.00
Meeting Room B	\$0.00	\$12.50	\$25.00	\$ 50.00
Meeting Room C	\$0.00	\$12.50	\$25.00	\$ 50.00
Meeting Room B & C	\$0.00	\$25.00	\$50.00	\$100.00
Meeting Room A, B & C	\$0.00	\$37.50	\$75.00	\$150.00

- B. Cancellation: All cancellation requests must be submitted in writing. Cancellations within 24 hours of the event will result in forfeiture of the rental fees.

- C. Force Majeure: In the event of an act of God or natural disaster that deems the facility inhabitable or potentially dangerous, the User will be unable to utilize the facility or associated spaces. The Ankeny Kirkendall Public Library shall give the User a notice 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 Ankeny Kirkendall Public Library shall refund all monies paid in conjunction with the planned facility use and/or work with the User to reschedule their planned use of space to another available date agreeable to both parties.

## **Security**

The Library reserves the right, at its discretion, to require private security and/or Ankeny Police Department personnel at the User's expense.

## **Equipment and Furniture**

- A. The Library will provide the following furniture upon request:
  - 1. Chairs – quantity available is dependent on space being rented.
  - 2. Tables – quantity available is dependent on space being rented.
- B. Equipment and Services: requests for equipment must be made at the time the room is reserved. The types of equipment available include podium, AV equipment (projector, screen and microphones) and Wi-Fi access. The User should verify the availability of the equipment at the time the room is reserved. Library staff will not serve as operators for equipment at the event, but will ensure the equipment is operating properly and provide instructions for use. Training to use the equipment is recommended before the event as technology assistance is not guaranteed.
- C. A small catering kitchen is available and includes a refrigerator, microwave and coffeemaker. The catering kitchen is designed to serve prepared food, not prepare food.

## **Food and Beverages**

- A. Food and non-alcoholic beverages are permitted in the meeting rooms during regular Library hours.
- B. Food and alcoholic beverages are permitted in the meeting rooms when the Library is closed to the general public. Sale of alcoholic beverages are prohibited, unless a liquor license has been obtained from the Iowa Alcoholic Beverages Division. The Ankeny Kirkendall Public Library assumes no responsibility or liability for food or alcohol served and/or consumed on the premises.

## **Event Setup and Clean Up**

- A. Furniture may be arranged to suit the needs of the User but must be returned to the standard arrangement.
- B. Meeting rooms must be left in an orderly condition with all personal property removed, trash placed in receptacles and tabletops cleaned.

- C. Any and all User-supplied equipment, food, flowers, etc. must be removed from the building immediately following the event. The Library is not responsible or liable for any equipment left at the facility, or its disposal, after the end of the event.
- D. Materials may not be affixed to any surface, including walls, windows, columns, floors, furniture or fixtures without prior approval. A directional sign may be placed inside the lobby upon request.
- E. The Library will bill for damage or loss of property, if more than routine cleaning is necessary or if tables and chairs are not returned to the standard arrangement.

### **Contracted Event Time**

- A. The contracted event time is inclusive of setup and breakdown requirements.
- B. If an extension of the contracted event time is required, it must be requested in writing no less than two business days prior to the event, and additional fees paid at that time. No extension of time will be approved on the day of the event.
- C. All events must end by 12:00 a.m. with no exceptions, unless otherwise approved.

### **Entertainment and Music**

Entertainment and music are allowed. However, entertainment and music are not allowed during regular Library hours. All entertainment and music must end by the scheduled event end time. The User is responsible for ensuring the event end time is enforced. User is also responsible for providing electrical power availability information to entertainers. The entertainer must provide any necessary extension cords and cables, and all extension cords and cables must be taped down with non-residue tape. The use of duct tape is not permitted.