



# Meeting Room Policy

## ***General Policy/Purpose***

The DeWitt Community Library meeting spaces are designed to accommodate a wide range of programs and uses relating to the library and matters of public or private interest.

Permission to use any of the meeting rooms does not imply endorsement of, or agreement with, the purpose(s) of or the expressions of such individuals or organizations by the Library, the Library Board, or its staff.

## ***Meeting Room Hours***

Library meeting rooms and study rooms are available during hours the library is open. Members of the public may request use of the Large Meeting room or the Frances Banta Waggoner Board Room outside library operating hours. More information about after-hours rental below.

## ***General Rules—Meeting Room Use***

The Board of Trustees invites any group of citizens to use the meeting room provided they abide by the following policies:

- The library facilities are open to organizations engaged in educational, cultural, political, intellectual or charitable activities. Priority will be given to non-profit organizations and volunteer groups. Groups using the room for commercial activities such as private personal events (birthday parties, baby showers, etc.), business events, or hosting a presentation to the public for financial gain, will be charged at the following rates (made payable at the start of the reservation):
  - a. \$25 per hour or partial hour for the Large Meeting Room
  - b. \$15 per hour or partial hour for the Frances B. Waggoner Board Room or Hub (Makerspace)
  - c. \$5 per hour or partial hour for study rooms
    - i. The storytime room is not available for public meetings or private events.

No refunds will be given if a meeting/event ends before the reservation period. If groups/individuals do not vacate the room at the end of their reservation time, they will risk forfeiting future use of the meeting space.

- The library meeting areas may not be used for meetings or discussion that encourage or promote violence against, or physical injury to individuals or groups of individuals.
- The use of tobacco products, including vaping, is prohibited. Beer and wine are not permitted unless part of library fundraising event and is pre-approved by the library board by majority vote. Hard liquor is strictly prohibited. If food is served, it is the group's responsibility to clean-up at the end of their meeting. The library does not provide cleaning and serving supplies.

- Reservations should include set-up and clean-up time. Groups will not be allowed into meeting spaces prior to their reservation.
- When not in use, rooms are kept locked. Patrons must check in at the service desk to notify staff when finished utilizing the space. All meeting room doors should remain unlocked when in use and Study room lights must also stay on while being utilized. Larger meeting room and Frances B. Waggoner Board room may turn off lights during presentations that require use of screens or overhead projectors.
- Room capacities must be observed.
- Materials may not be fastened to library walls, equipment, or furniture. Signage posted outside meeting rooms advertising non-library sponsored meetings/events of any kind are prohibited.
- Due to limited space, library storage is reserved for library property only.
- Public notices and advertising of meetings should not imply that the library is a sponsor or co-sponsor of its meeting/event. The library may not be used as an organization's mailing address or storage site, and the library's phone number should not be listed as a contact for the meeting/organization.
- A group or organization using any public meeting space is responsible for arranging tables and chairs to suit its needs and returning furniture to its standard placement immediately after the event.
- Each organization will be expected to see that its members and guests conform to standards of good behavior and all library behavior policies. The organization shall leave the room in order and must agree to be financially responsible for any damage or loss of property or equipment. Misconduct, rowdy behavior, or damage to Library property will be grounds to refuse meeting space to the organization and, at the discretion of the Director or designee, cause for the immediate termination of the meeting or event.

### ***Room Reservations***

To reserve a meeting room, community members are welcome to reserve space online through <https://dewitt-lib.libcal.com> via email, or over the phone. Reservations for the smaller meeting rooms may be made up to three months in advance. The Large Meeting room and Frances B. Waggoner Board Room can be reserved up to 6 months in advance.

Meeting rooms will be held for 15 minutes past the reserved time. If the reserving group does not arrive within that window, the room can be released to another group. Failure to properly cancel room reservations in a timely manner could forfeit future room reservation privileges.

Walk-in appointments may be made, depending on room availability. No group may reassign their reservation to another group.

No guarantee can be made for monthly or regularly scheduled meetings. The library and library-related programs have priority to use the facility. The library reserves the right to cancel advanced reservations if the space is needed for library-related programming or events.

### ***After-Hours Room Reservations***

The Large Meeting Room and Frances B. Waggoner Board Room may be reserved outside of normal operating hours. For those interested in reserving those spaces may do so by contacting the library via phone or email—no online registration. Once approved by staff, the person inquiring after the reservation may pick-up a key card and room key to access the north entrance & the specific room reserved, if needed. Meetings that start during the library's normal operating hours and run past closing time will not need a key—they'll simply be asked to leave the building through the North entrance, and staff will follow normal closing procedures to secure the rest of the building.

The person placing the reservation is responsible for picking up the key during library hours and locking the doors when the meeting is over. The key can be returned to the library during operating hours or, if more convenient, may be returned in the library's book return box at the conclusion of the meeting. Groups will be assessed a \$50 fee for lost or stolen keys. Failure to secure the facility at the conclusion of a meeting will forfeit the group's ability utilize the library's meeting rooms after-hours in the future.

Before leaving please be sure to check the following:

- Room should be returned to standard placement (diagram posted on back of meeting room door).
- If utilized, unplug and clean coffeepot
- Meeting room doors is locked
- North entrance door is locked
- Keys returned in the book return box (or return to the service desk before 12pm the following business day).
- Remove any personal items, including anything stored in the refrigerator.

Damages to library property or failure to properly clean after use of any meeting or study rooms will be assessed on a case-by-case basis by library staff, and subsequent charges will be made at the discretion of the Library Director.

**In case of a major facility issue, please call the DeWitt Police Department non-emergency number 563-659-3145**

***Meeting Room Types, amenities, and restrictions:***

*Large Meeting Room*

Capacity: 80

Amenities: wall projector, built-in sound system, kitchenette, refrigerator, stackable chairs, \_\_\_ meeting room tables, moveable glass wall for extra seating space (glass wall will only open during normal operating hours).

After-hours access: Yes

Eligibility for reservation: community members must be 18 years or older to reserve the large meeting room, and for groups/events expecting more than 10 participants.

*Board Room*

Capacity: 12

Amenities: video-conferencing hardware and software, wireless device conferencing, large meeting table

After hours: Yes

Eligibility for reservation: community members must be 18 years or older to reserve the large meeting room, and for groups/events expecting 2-12 participants

#### *The Hub*

Capacity: 26

Amenities: wireless devices conferencing hardware(?), height adjustable tables and stools, sink,

After-hours access: No

Eligibility for reservation: community members must be 18 years or older to reserve The Hub and for groups/events expecting 10-12 participants.

#### *Adult Study Room 1*

Capacity: 2

Amenities: Table, chairs, multiple outlets, wireless screen share conferencing hardware

After-hours access: No

Eligibility for reservation: community members must be 18 years or older to reserve any of the adult study rooms.

#### *Adult Study Room 2*

Capacity: 4

Amenities: Table, chairs, multiple outlets, wireless screen share conferencing hardware

After-hours access: No

Eligibility for reservation: community members must be 18 years or older to reserve any of the adult study rooms.

#### *Kathy Rollings Family Meeting Room*

Capacity: 6

Amenities: couch, table, chairs, small cabinet with toys and puzzles for small children.

After-hours access: No

Eligibility for reservation: community members must be 18 years or older to reserve any of the adult study rooms. Room is recommended for supervised visits or caregivers who may need a quiet, contained place to get work done, but also need a contained area for their small children to play while they work.

#### *Teen Study Room 1*

Capacity: 3

Amenities: Table, chairs, wireless screen share conferencing hardware

After-hours access: No

Eligibility for reservation: These spaces are reserved for tweens and teens ranging from 11-17 years old. However, if all other study rooms are booked before 1:30pm M-F, an adult may get permission from library staff to access those spaces.

*Teen Study Room 2*

Capacity: 5

Amenities: Table, chairs, wireless screen share conferencing hardware

After-hours access: No

Eligibility for reservation: These spaces are reserved for tweens and teens ranging from 11-17 years old. However, if all other study rooms are booked before 1:30pm M-F, an adult may get permission from library staff to access those spaces.

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