

Public Library Meeting Room Policy (Non-profit)

(Approved by the City Council of the City of South Sioux City 1-14-2019)

In accordance with the South Sioux City Public Library goals and objectives, the meeting room, is first and foremost to be used to enhance Library services to the citizens of South Sioux City and the surrounding area. The meeting room is for use of Library staff to present Library programs. When not in use for Library activities, the meeting room is available for nonprofit groups.

The fact that a group is permitted to use the South Sioux City Library does not constitute endorsement of the group's policies or beliefs. The South Sioux City Public Library reserves the right to reject any application which, in its opinion, may endanger, in any way, the facilities, employees, or the public, or which is in violation of the laws of the State or County or the ordinances of the City of South Sioux City.

Advance reservation of the meeting room is required. All requests to use the meeting room require that an application be filled out and signed by a responsible agent. The application can be obtained from the South Sioux City Public Library Director. The South Sioux City Public Library reserves the right to deny or revoke permission to use the meeting room to any group at any time.

Availability of Meeting Rooms:

The Café is available only during regular Library hours: Monday-Thursday 9am-8pm and Fri-Sat 9am-5pm. Rental group must be gone by Library closing time.

The Meeting Room will be available seven days a week from 8am-10pm. Regular Library hours are Monday-Thursday 9am-8pm and Fri-Sat 9am-5pm.

Since the weekends are the most popular times to use the meeting rooms, a group can only reserve the room for 4 weeks at a time. After the 4 weeks are up, they may attempt to reserve the room for another 4 weeks.

If a meeting is not held during regular Library hours, an electronic door key will be signed out to the responsible agent. The responsible agent will need to pick up the electronic key 1 to 3 days before they need to use the room. It must be returned to the Library immediately upon completion of the event by returning it to Library staff or putting it in the Library book drop. The cost for a replacement key is \$50.

If a meeting is cancelled, the Library must be notified as soon as possible so that this space may be made available to others.

The Library shall have the right to limit the number of meetings held by an organization in order to make space available to as many groups as possible.

Neither the name nor the address of the South Sioux City Public Library may be used as the official address of headquarters of any organization. No mail or shipments of materials will be accepted for organizations or individuals.

Neither the Library nor its employees shall assume responsibility for any property of groups or organizations.

Food is permitted as long as the room is left clean.

Alcoholic beverages and smoking and tobacco products are not permitted in the South Sioux City Public Library without City Council approval.

Youth shall be accompanied by an adult chaperone, at all times, who will be responsible for any damage occurring to the building and/or equipment.

Any damages incurred during use of the facility will be charged to the responsible party at replacement cost.

Any charges incurred for additional cleaning other than routine service will be charged to the responsible party, with \$50 being the minimum charge.

Groups booking the room shall be responsible for setting up and putting away equipment, such as tables and chairs, leaving the room neat and clean, and shall be responsible for replacing lost or damaged equipment. Meeting room furnishings and equipment may not be removed from the room, nor may any organization store their equipment/supplies in the building.

Groups shall not exceed the legal capacity (45) of the meeting room.

Groups may arrange to use library audio visual equipment when available. However, no one shall use the equipment unless he/she is properly trained.

The following items will be made available upon request:

- easel
- overhead projector

The following items will be made available with an additional \$25.00 charge and proper training:

- laptop computer
- LCD projector

(approved by the South Sioux City Advisory Board 6/06/2018)