

Dubuque County Library
Section: Library Resources
Subject: Meeting Room Use Policy

The Dubuque County Library offers meeting rooms as part of its mission to provide close and convenient locations to access library resources which reflect the interests and needs of the communities we serve. The Dubuque County Library meeting rooms are available to individuals or organized groups in Dubuque County: however, library-sponsored events always take precedence.

Meeting rooms are available for group study (or quiet study) while the library is open and otherwise not in use.

The meeting rooms shall be free to all civic, educational, cultural, or governmental organizations. A fee for use will be charged for those using the room for the following purposes:

- A commercial gathering to benefit the interests of a particular business or group
- Social occasions, such as a party, family dinner or shower, recital, or receptions

When applicable, the fee structure will be as follows: \$50.00 for a day, \$25.00 for up to four hours.

Meeting rooms may be reserved for use during library hours only. A signed agreement of use must be filled out at the time of the reservation. Reservations may be taken over the phone, but the signed request must be received at the library within three working days. Reservations will only be taken six months in advance. In order to receive a refund, cancellation must be twenty four hours ahead. Only those of legal age may sign the agreement for use of room.

The person or persons reserving a room are responsible to set up and take down of chairs and tables. Light refreshments may be served; however, groups must furnish all their own supplies such as eating utensils, coffee, napkins, etc.

The people using the room shall leave it in neat, clean, orderly condition; if not, the group or individual will be denied further access to the meeting room and may be charged a fee for damage to or loss of library property. The individual named as the contact person on the reservation form will be held responsible for any charges. Candles and open flames are not allowed. Materials are not permitted on walls, exits shall not be obstructed and all material shall be completely removed.

The library's "Appropriate Behavior Policy" applies to the use of the meeting rooms. Noise and conduct is expected to be kept to a level that will not disrupt either meeting room use or persons in the library. Individuals attending meetings are responsible for the supervision of their children. The library is not responsible for accidents, injury, loss or damage to the private property of individuals or organizations or for storage of materials.

Use of meeting rooms in no way implies library endorsement of ideas expressed at the meeting or of the aims and goals of the organizations using the facilities. In case a question is raised as to the objective and activities of any organization, group or individual requesting use of the meeting room, the Library Board shall be the final authority in granting or refusing permission for the use of the room.

The Library Board and the County of Dubuque do not assume any liability for accidents, injury, or loss of personal property incurred by groups or individuals while using the library meeting rooms.

Board Action: Approved – 7/2003
Revised – 3/2012
Reviewed – 11/2008