

## **Toledo Public Library Meeting Room Use Policy**

### **Purpose**

The Toledo Public Library provides a Community Vision Iowa Meeting Room and a Carver Conference Room for local civic, cultural, educational and service groups and organizations. Both rooms are available for use whenever they are not needed for library or library-sponsored programs, which have priority in the use of meeting room spaces. Groups may meet on a regular basis with the approval of the Library Director and/or the Board of Trustees. Meeting room usage is limited to groups not commercial in nature. The library Trustees neither approve nor disapprove of content, topics, subject matter, or points-of-view of individuals using the meeting rooms.

### **Guidelines**

- ❖ In case a question is raised as to objectives and activities of any organization or group requesting use of the meeting rooms, the library trustees will be the final authority in granting or refusing permission.
- ❖ Organizations using the meeting rooms may not charge admission fees other than regular membership dues. Meeting room usage is limited to groups not commercial in nature.
- ❖ The Toledo Public Library, City of Toledo, Trustees and staff are not responsible for accidents, injury, loss or damage to the private property of individuals or organizations.
- ❖ Individuals or organizations meeting in the library must agree indemnify and hold the library, Trustees and City of Toledo harmless from any and all liability, claims, actions, causes of action and/or damage which may arise or allegedly arise during use of library facilities. This shall include obligation to defend the library, Trustees and the City of Toledo and to be responsible for any legal fees incurred and pay any judgments entered.
- ❖ All advertising and public notices of events to be held in meeting rooms must carry a clear statement or organizational sponsorship.
- ❖ No organization may list the address of the Toledo Public Library as its official address.
- ❖ Groups may not use the Toledo Public Library name or logo in a way that implies library endorsement or sponsorship of the groups' activities.
- ❖ Equipment brought in from the outside must have prior approval of library staff.
- ❖ As a rule, the user is expected to leave the room in an orderly and acceptable condition with all personal property removed and trash placed in receptacles provided.
- ❖ No special set-up of chairs or tables will be provided in meeting rooms.
- ❖ Responsible group supervision is to be provided during meeting room use. Adult sponsor (s) must supervise all children's groups. Meeting noise and conduct must not disrupt the general service of the library.
- ❖ Storage of equipment is not allowed. No material of any type may be attached to walls or doors; no decorations are allowed without prior approval. No flammable materials are allowed. All groups must

avoid damage to equipment, furnishings, floor cover and other library property. Exits must be clear at all times.

- ❖ The library reserves the right to refuse a reservation.

### **Kitchen Use and Other Charges**

Refreshments may be served in the Vision Iowa Meeting Room provided the room and kitchen are left in the condition they were found. Users must bring their own utensils and supplies. No smoking or alcoholic beverages are permitted anywhere on the premises.

- ❖ Damage incurred to the library property will be the responsibility of the person or group reserving the meeting room, and costs will be billed accordingly. Rooms must be returned to their original condition immediately after the meeting is complete. Failure to do so will result in charges of not less than \$25.00 for labor, material, and overhead to cover the cost of room pickup, cleaning, and/or damages. Groups should check in at the circulation desk before setting up and notify the circulation desk when leaving if the library is still open.
- ❖ Food or beverages may not be carried to other parts of the library.
- ❖ Patrons must complete a cleaning checklist when finished using the facilities located on the west wall in the kitchen.

### **Reservations**

Meeting rooms should be booked in advance by contacting the library. Information regarding meeting room availability may be obtained by phone; however, a Meeting Room Contract must be completed before a reservation is secured. Rooms are available on a first-come, first-served basis. You may view and print the policy and contract on the library's website, [www.toledo.lib.ia.us](http://www.toledo.lib.ia.us).

- ❖ The Vision Iowa Community Meeting Room and kitchen are available Monday through Friday from 10:00 a.m. to 10:00 p.m. And Saturday 9:00 a.m. to Noon.  
\*Special requests may be accommodated at an earlier time if works with library staffing.
- ❖ The Carver Conference Room is available during all scheduled library hours.
- ❖ Please call the library if you need to reschedule or cancel your reservation (641-484-3362).

- ❖ **In Lieu of a deposit, donations are appreciated.**

Adopted-  
November 2005  
Amended:  
June 2009  
September 2011  
July 2013  
May 2018

**Toledo Public Library  
Carver Meeting Room and Vision Iowa Conference Room  
Reservation Contract**

Today's Date \_\_\_\_\_ Requested Date \_\_\_\_\_

Name of Organization \_\_\_\_\_

Name of Event \_\_\_\_\_

Organization Purpose: Please check one of the following:  
\_\_\_\_\_ Civic \_\_\_\_\_ Cultural \_\_\_\_\_ Education \_\_\_\_\_ Service Group

Contact Person: \_\_\_\_\_

Contact Mailing Address: \_\_\_\_\_

Contact Home Phone/Cell: \_\_\_\_\_ Work phone \_\_\_\_\_

Requested Booking Time: \_\_\_\_\_ (a.m./p.m.) to \_\_\_\_\_ (a.m./p.m.)

Estimated Number Attending the event: \_\_\_\_\_

Kitchen use needed? \_\_\_\_\_ (yes or no)

Library Equipment needed? Wireless access, computer, or TV? List if needed.  
\_\_\_\_\_

Which room are you requesting? Please circle one.

**Carver Meeting room** (seats 8) open during library hours only.

**Vision Iowa Room** (seats 30) open 10 a.m. to 10 p.m. Monday through Friday.

And Saturday 9:00 a.m. to noon.

I have read the Meeting Room Policy and accept the conditions. I understand I am liable for any damages to the equipment and/or library facilities.

Please call the library (641-484-3362) if you need to reschedule or cancel your reservation.

***In lieu of a deposit, donations are appreciated.***

\_\_\_\_\_  
Contact Person Signature

\_\_\_\_\_  
Library Director Signature

**STAFF USE ONLY: Room Use Approved**

**Yes**

**No**