

Panora Public Library Meeting Room Policy

The goal of the Panora Public Library is to encourage library usage by providing meeting room space for the community. Priority is given to library-sponsored activities. As an institution of education, the Library welcomes the use of its meeting room for civic, cultural, educational, and public information meetings of groups based in the Panora Community, and surrounding area.

The use of the meeting room does not imply the library's endorsement of any ideas expressed in the meeting nor of the goals, objectives, or ideals of the person or organization using library facilities. The Library Board shall be the final authority in granting or refusing permission for the use of the room. An organization or group may not use the Panora Public Library for its official address, nor store organization or group materials in the Library. The Library is not responsible for any accident, injury, loss or damage to the private property of individuals or organizations using the facility. Capacity of the meeting room is 40 people.

CHARGES: The community room is available without charge for meetings or programs of a civic, cultural service or educational nature, which are open to the public. All other events including recitals, family gatherings, class reunions, religious and political groups, and gatherings for the financial benefit of individuals or groups will be charged \$25.00. A custodial deposit of \$25.00 will be charged to all groups. If the room is returned to specified condition, said deposit will be returned. Check with Library staff for return of custodial deposit. Damage fees may also be assessed following meeting room use including loss of the door key.

AVAILABILITY: The meeting room shall be available between the hours of 7 A.M. and 11 P.M. Arrangements must be made to pick up the key during regular library hours.

The Library Director has the authority to confirm or deny meeting room requests. Before access to the meeting room is provided, a written form must be completed and will require a signature of adult responsible party 18 years of age or older. Reservations can be made only 12 months in advance of an event. The Panora Public Library shall be notified if a cancellation becomes necessary. Failure to cancel in advance of the reserved date will cause forfeiture of any fees and may result in denial of any future reservations. No group may transfer use of the room to another group.

RULES FOR USE:

- Library kitchenette facilities are available for light refreshments in connection with meetings. Food and non-alcoholic beverages are allowed in the meeting room only.
- No smoking is allowed.
- Candles and open flames are not allowed.
- No pets are allowed.
- Decorations must be approved by the Library prior to installation. No items shall be permitted on the walls or ceiling. All materials must be completely removed after use of the room. The person making the reservation is responsible for cleanup.
- The Library's Conduct Policy applies to the meeting room. Adults must be present at all times. Habitual violation of the Conduct Policy may result in a 2-year loss of room usage.
- Exits must be clear at all times.
- Leave key with Library staff or place in book return on east side of Library.