

## **HUDSON PUBLIC LIBRARY**

### **Meeting Room Policy**

In keeping with the mission of the Hudson Public Library, meeting areas within the building are available for public use.

#### **ACCEPTABLE USE**

1. Library programs and meetings and local, state, and national government agencies will have priority in scheduling.
2. There will be no user fee for meetings or programs of a civic, cultural, service, or educational nature that are open to the public and free of charge.
3. Use by any anti-government or racially non-inclusive group or organization is prohibited.

#### **FEE BASED USAGE**

1. Individuals wishing to reserve the meeting room for private use may do so at a fee of \$25.00 for 4 hours with a fee of \$5.00 for each additional hour. If the time prior to rental is vacant, there is no additional charge to decorate or setup. To guarantee availability, the regular rental fee applies. Clean up must also be completed within the scheduled time.
2. Any costs incurred by the library as a site for ICN transmission or reception will be reimbursed by the registrant.
3. Any group or agency charging tuition or fees for ICN classroom usage may be charged \$12.50/hr. as allowed by the State of Iowa.

#### **REGISTRATION**

1. Meeting areas may not be reserved more than 1 year in advance.
2. The entire rental charge is refunded if the event is cancelled more than 14 days in advance. Cancellation of a reservation less than 14 days in advance will result in forfeiture of the rental fee.
3. Any one organization is allowed only one reservation at a time on the books.
4. The registrant must be an adult.
5. Registration agreements are available at the library circulation desk during regular operating hours. Registration becomes final when the form has been completed and any applicable rental fees are paid.

#### **REGULATIONS**

1. All displays and decorations must be free standing. No decorations that would constitute a fire hazard are allowed.
2. Food may be served. The user must furnish all serving and eating supplies.
3. The registrant is liable for any damage to the property and for leaving the facility clean. Any expenses incurred by the library in clean up after an event will be charged back to the user. Clean up includes:
  - A. Tables and countertops wiped down.
  - B. Chairs brushed for crumbs if food is served.
  - C. Carpet swept.

- D. Trash carried out (taken with you).
- 4. Children must be attended at all times.
- 5. No smoking.
- 6. No alcohol.
- 7. No pets.
- 8. The user is responsible for setting up for their event and for returning the room to its original arrangement when finished.
- 9. Arrangements for use of projection, video or audio equipment must be made at the time the room is reserved.

### **DISCLAIMERS**

1. The Board of Trustees of the Hudson Public Library reserves the right to refuse access for any activity not deemed in keeping with official policy of the Hudson Public Library. Use of the meeting room in no way implies library endorsement of ideas expressed in the meetings or of the aims and goals of an organization, group or individual using the facility.
2. The Hudson Public Library and the City of Hudson are not responsible for accidents, injury, loss or damage to the private property of individuals or organizations using the facility.
3. Individuals or organizations meeting in the library must agree to indemnify and hold the Hudson Public Library and the City of Hudson harmless from any and all liability, claims, actions, causes of action and or damages, which may arise, or allegedly arise during the use of library facilities. This shall include obligation to defend the Hudson Public Library and the City of Hudson and to be responsible for any legal fees incurred and pay any judgements entered.

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