



## Meeting Room Policy

### **Last Updated Date:**

March 13, 2025

### **Next Review Date:**

March 2028

The Waterloo Public Library provides meeting rooms for library programs and meetings which support the library's civic, informational, educational, cultural, and recreational goals. When not in use for library activities, these meeting rooms [are available to the public](#) under the following guidelines approved by the Library Board. The Library Board neither approves nor disapproves of content, topics, subject matter, or points-of-view of individuals or groups using the meeting rooms. Exceptions to any part of this policy may be made at the discretion of the Library Director or designee. All library meeting room users must also adhere to the Library's Behavior Policy.

### **Using the Meeting Rooms:**

Rooms are available at no charge to non-profit corporations (defined as those entities granted tax-exempt status by the IRS under section 501(c)(3) or other tax exempt sections of the Internal Revenue Code), a candidate's campaign committee (as defined in Iowa Code §68A.102(5)), a political committee (as defined by Iowa Code §68A.102 (18)), a non-profit citizen's group that provides appropriate contact information, a governmental subdivision, or a department/division/bureau of a governmental subdivision.

For-profit groups (such as businesses and law offices) are charged a \$50.00 rental fee per meeting room use. All fees from for-profit groups must be received by the library before the

meeting occurs. For-profit groups that have a Business Membership with Friends of the Waterloo Public Library may use the library's meeting rooms up to 3 times per year at no cost.

Rooms are not available for use as a regularly scheduled classroom or study space by educational institutions. Rooms are not available for personal social events such as birthday parties, showers, holiday parties and receptions.

Organizations using the meeting rooms may not charge admission fees other than regular membership dues.

The library director may authorize the use of library meeting rooms for library fundraising activities or for the sale of books, goods, merchandise or services. Otherwise, meeting rooms are not to be used for the direct sale of merchandise, goods or services for profit, or for the promotion of any commercial or profit-making venture or business. Meeting rooms are not to be used for fundraising for the benefit of private individuals or for private support of organizations, other than the Waterloo Public Library or Friends of the Waterloo Public Library.

## **Regulations:**

The meeting rooms are available for use only during the hours the library is open to the public. Meetings must end at least fifteen (15) minutes before the library closes.

Users are responsible for their own set up and breakdown. All rooms must be returned to their original condition immediately after the meeting is completed. Materials may not be affixed to any surface, such as walls, windows, floors, furniture or fixtures without approval by the library staff. Failure to do so will result in a charge of \$50.00 for labor, material, and overhead to cover the cost of room pickup, cleaning, and/or damages. Groups must check in at a service desk before setting up and notify library staff when leaving.

## **Food and Beverages:**

Simple refreshments may be served in the meeting rooms, provided the room(s) and kitchenette are left in the condition they were found. Users must bring their own utensils and supplies.

## **Equipment:**

The meeting room is served by projection and audio equipment subject to availability. Assistance with audio-visual equipment is based on staff availability and is not guaranteed.

## **Disclaimers:**

- No organization, without the permission of the Library Director, may list the address of the Waterloo Public Library as its official address.
- Groups may not use the Waterloo Public Library name or logo in any way that implies Library endorsement or sponsorship of the groups' activities.
- The Library reserves the right to refuse reservations.
- The Library does not page or take telephone calls for groups or individuals in meetings in the library.
- Individuals or organizations meeting in the library must agree to indemnify and hold the Library and the City of Waterloo harmless from any and all liability, claims, actions, causes of action, and/or damages, which may arise, or allegedly arise during use of the library facilities. This shall include an obligation to defend the Library and the City of Waterloo and to be responsible for any legal fees incurred and pay any judgments entered.