



## Meeting Room Policy

### Purpose

The Orange City Public Library offers meeting rooms as a public service for use by individuals, community organizations, and those that wish to provide an open forum for knowledge, ideas, and cultural enrichment.

### General Information

- Patrons using the library meeting rooms must sign the ***Meeting Room Agreement***.
- Library functions always have priority for use of the facilities.
- Rooms:
  - Rieckhoff Room accommodates a maximum of 25 people with tables or a maximum of 45 people without tables.
  - The study rooms accommodate up to 6 people.
  - The lower-level meeting room accommodates a maximum of 55 people with tables or a maximum of 75 people without tables.
  - The maximum limit per room may vary depending on configuration and presenter needs.
  - All meeting rooms are equipped with a Smart TV and internet access.
- Parking is limited.
- Use of the library meeting rooms does not constitute an endorsement by the library of the philosophies, practices, or viewpoints of the participants.
- Advertisements and endorsements are prohibited.

### Rules & Requirements

- The following information is required: name, organization address, phone number, and email address. (See meeting room agreement.)
- Reservations must be made by an adult 18 years or older for uses other than academic use.

- Meeting rooms are available from:
  - 9:00 am – 7:45 pm Monday and Thursday
  - 9:00 am - 4:45 pm Tuesday, Wednesday, and Friday
  - 10:00 am – 1:45 pm Saturday
- Meeting room fees:
  - Room use fees:
    - \$25 for up to 4 hours
    - \$50 for up to 8 hours
    - \$75 for 9 or more hours
  - Room set-up charge \$25
  - Excessive clean-up fee \$25
  - Damaged property (actual damage)
- The room use fee is waived as follows:
  - Non-profits defined under 501(c)(3)
  - Candidate campaign committees
  - Political committees
  - Governmental subdivisions
- The room must be put back to the original arrangement.
- All meetings must be free of charge.
- Solicitation is prohibited.
- Fundraising is prohibited.
- Food is limited to the basement meeting room rental.
- Deliveries are not accepted, including food deliveries.
- No personal information may be gathered about attendees without their permission.
- Users are responsible for the cost of repairs and/or cleaning.
- All groups must abide by the Library Code of Conduct.
- Smoking, vaping, & alcoholic beverages are not permitted.
- Groups must comply with the "Americans with Disabilities Act" and each group is responsible for providing qualified interpreters or auxiliary aids, if requested. The user assumes the cost of reasonable accommodation.
- Failure to comply with library meeting room policy may prohibit future use of the meeting rooms.

Room availability is at the discretion of the Administrative Librarian. The Orange City Public Library reserves the right to cancel any scheduled activity.

**Reserving a Room**

- Reservations may be made by calling 712-707-4302 or by emailing [info@orangecitylibrary.org](mailto:info@orangecitylibrary.org)
- Rooms are available on a first come first served basis.
- Rooms may be reserved up to three months in advance.
- Cancellation notice is required 24 hours before the room rental.
  - Rental fees are nonrefundable after that time.