

Ankeny Kirkendall Public Library

Meeting Room Use Policy

The Ankeny Kirkendall Public Library welcomes the public use of its meeting rooms in keeping with the Library's mission "to provide equal access to information, materials and services within an environment that welcomes interaction and personal enrichment for all the people of our community."

Guidelines

- A. All events held in the Ankeny Kirkendall Public Library must be conducted in an orderly manner and in full compliance with all applicable Library policies and City laws and regulations.
- B. Fire code occupancy limits must be observed and will be enforced.
- C. For those events occurring during regular Library hours, the User is expected to control the event and avoid disturbing the peaceful use of the Library.
- D. Permission to use the meeting rooms does not imply Library endorsement.

Prohibited Activities

- A. Collecting money, soliciting orders for goods or services, or engaging in other profit making enterprises is prohibited. Exceptions may be made for Ankeny Kirkendall Public Library or Friends of the Ankeny Library fundraising events.
- B. The Library strictly adheres to the Iowa Smokefree Air Act and the facility and grounds are smoke-free. Failure of the User to adhere to the Iowa Smokefree Air Act will result in forfeiture of the damage deposit.
- C. Alcoholic beverages: cash bars, sale of drink tickets and self-service bars are prohibited, unless a liquor license has been obtained from the State of Iowa Alcoholic Beverages Division.
- D. Lighted candles are not permitted.
- E. Prohibited materials: use of materials such as confetti, rice, bird seed, smoke/fog machines, silly string, and the like, is prohibited in the facility and on the grounds.
- F. Promotional materials may not state or imply Library sponsorship and may only be distributed or displayed in the meeting room.

Reservations

- A. A Library card is not required to reserve a meeting room.
- B. A meeting room reservation request must be submitted at least five business days prior to use.

C. Meeting rooms may be reserved based on the following schedule:

Monday – Thursday	09:00 a.m. – 09:00 p.m.
Friday – Saturday	09:00 a.m. – 12:00 a.m.
Sunday	10:00 a.m. – 08:00 p.m.

- D. Reservations will be honored on a first-come, first-serve basis. A reservation will not be considered complete until an application is received and approved by the Library and the security and damage deposits are paid in full.
- E. Reservations may be scheduled no more than two years in advance.
- F. Library-hosted and City-hosted activities shall be given priority when considering meeting room usage.
- G. No more than two reservations per month, per individual or group, are allowed. Exceptions may be granted based on space availability, the time and day requested, and the interval between meetings.

Fees and Payment

- A. Fees will be determined at the following levels: in-house, governmental and non-profit and standard. The Library will determine the appropriate rate depending on the nature of the User.
 - 1. In-House: Library-hosted and City-hosted activities may use the meeting rooms free of charge.
 - 2. Governmental and Non-Profit: Governmental and qualified non-profit entities (501(c)3 or similar tax-exempt organization per the Internal Revenue Service) are eligible for a discounted rate. Proof of exemption is required with application.

	Monday – Thursday (per hour)	Friday – Sunday (per hour)
City Council Chambers		
First Hour	\$ 0.00	\$ 100.00
Next Hour	\$ 25.00	\$ 100.00
Meeting Room A	\$ 25.00	\$ 100.00
Meeting Room B	\$ 12.50	\$ 50.00
Meeting Room C	\$ 12.50	\$ 50.00
Meeting Room B & C	\$ 25.00	\$ 100.00
Meeting Room A, B & C	\$ 37.50	\$ 150.00

3. Standard: All other organizations will be charged standard rental rates.

	Monday – Thursday (per hour)	Friday – Sunday (per hour)
City Council Chambers	\$ 50.00	\$ 100.00
Meeting Room A	\$ 50.00	\$ 100.00
Meeting Room B	\$ 25.00	\$ 50.00
Meeting Room C	\$ 25.00	\$ 50.00
Meeting Room B & C	\$ 50.00	\$ 100.00
Meeting Room A, B & C	\$ 75.00	\$ 150.00

- B. Security Deposit: Twenty-five percent is required at the time of application and is payable by check, cashier's check, money order or credit card. The balance of the rental payment is due five business days prior to the event. The deposit is non-refundable if the event is cancelled.
- C. Damage Deposit: A deposit of \$100 is required at the time of application and is payable by check, cashier's check, money order or credit card. An additional deposit of \$100 is required if alcoholic beverages are being consumed. The deposit will be refunded in whole thirty (30) days after the event provided the facility is returned to its pre-event state. The deposit is refundable if the event is cancelled.
- D. Cancellation: All cancellation requests must be submitted in writing.
- E. Force Majeure: In the event of an act of God or natural disaster that deems the facility inhabitable or potentially dangerous, the User will be unable to utilize the facility or associated spaces. The Ankeny Kirkendall Public Library shall give the User a notice of Force Majeure citing an inability to carry out its obligations hereunder, and neither party shall be further obligated nor considered in breach of contract to the extent that performance of their respective obligations is prevented. The Ankeny Kirkendall Public Library shall refund all monies paid in conjunction with the planned facility use and/or work with the User to reschedule their planned use of space to another available date agreeable to both parties.
- F. Additional Fees: additional charges may be assessed due to the actual time the facility is used or any unforeseen circumstances.

Security

The Library reserves the right, at its discretion, to require private security and/or Ankeny Police Department personnel at the User's expense.

Equipment and Furniture

- A. The Library will provide the following furniture upon request:
 - 1. Chairs – quantity available is dependent on space being rented.

2. Tables – quantity available is dependent on space being rented.
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- B. Equipment and Services: requests for equipment must be made at the time the room is reserved. The types of equipment available include podium, AV equipment (projector, screen and microphones) and Wi-Fi access. The User should verify the availability of the equipment at the time the room is reserved. Library staff will not serve as operators for equipment at the event, but will ensure the equipment is operating properly and provide instructions for use.
 - C. A small catering kitchen is available and includes a refrigerator, microwave and coffeemaker. The catering kitchen is designed to serve prepared food, not prepare food.

Food and Beverages

- A. Food and non-alcoholic beverages are permitted in the meeting rooms, with the exception of the City Council Chambers, during regular Library hours.
- B. Food and alcoholic beverages are permitted in the meeting rooms, with the exception of the City Council Chambers, when the Library is closed to the general public. Cash bars, sale of drink tickets and self-service bars are prohibited, unless a liquor license has been obtained from the State of Iowa Alcoholic Beverages Division.
- C. The Ankeny Kirkendall Public Library assumes no responsibility or liability for food or alcohol served and/or consumed on the premises.

Event Setup

- A. Furniture may be arranged to suit the needs of the User but must be returned to the standard arrangement.
- B. Meeting rooms must be left in an orderly condition with all personal property removed, trash placed in receptacles and tabletops cleaned.
- C. Any and all User-supplied equipment, food, flowers, etc. must be removed from the building immediately following the event. The Library is not responsible or liable for any equipment left at the facility, or its disposal, after the end of the event.
- D. Materials may not be affixed to any surface, including walls, windows, columns, floors, furniture or fixtures without prior approval. A directional sign may be placed inside the lobby upon request.
- E. The Library will bill for damage or loss of property, if more than routine cleaning is necessary or if tables and chairs are not returned to the standard arrangement.

Contracted Event Time

- A. The contracted event time is inclusive of setup and breakdown requirements.

- B. If an extension of the contracted event time is required, it must be requested in writing no less than five business days prior to the event, and additional fee paid at that time. No extension of time will be approved on the day of the event.
- C. If an event space is not in its original condition by the end time listed in the application, the damage deposit will be forfeited.
- D. No alcoholic beverages may be served thirty (30) minutes prior to the end of the event, or the damage deposit will be forfeited.
- E. All events must end by 12:00 a.m. with no exceptions, unless otherwise approved.

Parking

Parking is available in the lot north of the Library as well as street parking. Library staff parking is available for use outside of Library business hours.

Entertainment and Music

Entertainment and music is allowed. However, entertainment and music is not allowed during regular Library hours. All entertainment and music must end by the scheduled event end time. The User is responsible for ensuring the event end time is enforced. User is also responsible for providing electrical power availability information to entertainers. The entertainer must provide any necessary extension cords and cables, and all extension cords and cables must be taped down with non-residue tape. The use of duct tape is not permitted.

Event Publicity

- A. The use of the City or Library logos for events other than officially sanctioned City or Library events is prohibited.
- B. Promotional materials may not state or imply Library sponsorship and may only be distributed or displayed in the meeting room.

Approved

Ankeny City Council 1/6/2020

Reviewed

Ankeny Kirkendall Public Library Trustees 1/16/2020