

**Kirkendall Public Library  
Ankeny, Iowa**

**The Mission of the Kirkendall Public Library**

**The Kirkendall Public Library enhances our community members' lives by:**

- offering experiences to support and nourish the community's spirit, imagination and culture
- providing opportunities for personal growth and success
- contributing to the growth and development of our families and children
- supporting the economic vitality of our community

**SUBJECT:**

**MEETING ROOM POLICY**

**BACKGROUND:**

The Kirkendall Public Library provides meeting space for library sponsored or co-sponsored programs which meet the library's goals. When not in use for library-sponsored activities, the rooms are available to non-profit groups and organizations whose purpose is not illegal, subject to regulations established by the Board of Trustees.

**POLICY:**

- A. Primary use of the meeting room is for library activities, programs, and meetings.
- B. All gatherings must be open to the public. Rooms are available to non-profit groups and organizations for meetings that are educational, cultural or civic in nature. Meetings deemed by library staff to be primarily private and/or social in nature are not allowed.
- C. Reservations will be considered on a first come, first served basis. The reservee must have a current Kirkendall Public Library card and will assume all responsibility for the library property while it is in their use.
- D. Groups may schedule events (no more than twice per month) and 60 days in advance. The meeting rooms are available during regularly scheduled library hours.
- E. There is no fee for the use of the meeting rooms, but individuals will be charged for labor and materials to cover the cost of damages if extraordinary clean-up is necessary after use.
- F. Admission may not be charged for any events in library meeting rooms except for fundraising events sponsored by the Library or Library Foundation that benefit the library. Charges to recoup actual cost of food and materials are acceptable on a case by case basis as authorized in advance by Library staff.
- G. Simple refreshments may be served in the meeting rooms provided the room is left in the condition it was found and users bring their own utensils and supplies.
- H. Uses of library rooms which would disrupt the Library are not allowed. The library's "Conduct in the Library Policy" also applies to use of the meeting rooms.
- I. Meeting room users must follow all applicable City of Ankeny codes. Smoking is prohibited in all areas of the library. No alcoholic beverages and controlled substances are on allowed library premises. No lit candles or open flames are allowed.
- J. The library will not be responsible for theft or damage of equipment, materials or personal items of meeting attendees.
- K. Permission to use meeting rooms does not imply that the Library Board of Trustees, the

