

Meeting Room Policy
Kendall Young Library
Adopted: June 8, 1999
Last Revised: July 17, 2017

The meeting rooms at Kendall Young Library are primarily for the use of the Library for programs that promote Library services. The following policies do not apply to Library-sponsored events held in Library meeting rooms.

When a meeting room is not in use by the Library, the room is available on a first come, first served basis to groups and organizations as specified in this document. These uses are scheduled by a completed application, accompanied with payment covering the fees when applicable.

The Kendall Young Library meeting room is available to the public on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting use.

1. The Meeting Room is available free of charge for public gatherings of a civic, cultural or educational nature and for non-profit organizations. A fee (\$40 for up to 4 hours and \$10 each additional hour) will be charged before the start of the meeting for using the room for the following purposes:
 - a. A commercial gathering to benefit the interests of a particular business
 - b. Social occasions such as a birthday party, shower or reception
 - c. Partisan political meeting
2. A deposit of \$50 is required by all groups to secure the room reservation and must be paid within 7 days of the request. If the deposit is not received within 7 days, the date is open again for reservation. If you wish to cancel your reservation, you must call within 24 hours of your reserved date or your deposit will be kept as a donation.
3. The meeting room will be available for use during library open hours until 30 minutes before closing. The room must be cleaned and checked out at least 20 minutes before the library closes. *LIBRARY HOURS: Mon 10-6, Tues-Thur 10-7, Fri 10-6, Sat 10-5; Library hours are subject to change.*
4. Application for meeting room use shall be made in writing. Reservations for the meeting room will be taken on a first come first served basis.
5. The Meeting Room may not be booked on a regularly scheduled basis by any group or individual.
6. Meeting room capacity is 100 persons seated auditorium style or 70 persons seated around tables.
7. A responsible adult must be present at all times during the use of the meeting room.

8. Groups may serve refreshments. A microwave, sink and small coffeepot are available, but there is no refrigerator. Groups must provide their own equipment and supplies (such as napkins and cups). Food and drink must be kept in the Meeting Room.
9. Borrowers are responsible for room setup and should return the room to the same arrangement it was at the start of the meeting. The kitchenette must be cleaned, tables wiped and used cups etc. placed in the wastebasket. Upon completion of the meeting, a library staff person will check the condition of the room and return the deposit if it is acceptable.
10. Smoking is not permitted anywhere in the library, including the meeting room. No alcohol or controlled substances may be consumed on the premises.
11. Any damage to library materials or property will be assessed to the using group. The person signing the reservation form is responsible for any costs or problems resulting from the meeting room use.
12. There will be no storage of equipment or property of any group in the meeting room.
13. Use of the Library's meeting room does not constitute Library endorsement or approval of viewpoints expressed by participants in the program or of the aims and goals of the groups using the facilities. Advertisements or announcements implying such endorsement are not permitted. Any publicity by organizations using the rooms, independent of library sponsorship, may not include the library's telephone number, email or website. No signage may be used on the exterior of the building or outside of the rooms with the exception of directional signs.
14. A DVD/Blu-ray player, projector, large screen and microphone/PA system are available for use in the meeting room. Arrangements must be made ahead of time to use this equipment. Borrowers are responsible for any damage to the equipment.
15. The Kendall Young Library, its Board of Trustees and the City of Webster City are not responsible for accidents, injury, or loss of individual property while using the meeting rooms.

Revised and approved by the Kendall Young Library Board of Trustees 6/8/99, Revised 6/13/2000, Revised 8/8/2000, Reviewed and approved 2/11/03 by the Kendall Young Library Board of Trustees. No changes were made. Reviewed and approved 9/13/05 by the Kendall Young Library Board of Trustees. No changes were made. Reviewed and the addition of number 16 approved 8/12/08, Revised 5/10/2011
Revised and approved by the Kendall Young Library Board of Trustees 9/13/2011
Revised and approved by the Kendall Young Library Board of Trustees 7/17/2017