

Overview

The primary purpose of the Library's meeting rooms are to support library functions, meetings and programs. When available, the Library allows public use of the Library's meeting rooms. Rooms may be reserved by individuals or organizations for public or private use in accordance with the Library Board of Trustees Meeting Room Policies.

The Meeting Room has two spaces which can be combined into a large room that can hold an audience of up to 100 people or 70 seated around tables. A projector and TV are available as well, but users must provide their own laptop to connect to the unit. The **Doll Lobby** is not included with the Meeting Room. Please do not use this space.

The Jane Young Room holds up to 8 people around a rectangle table. There is no projector or TV.

The Study rooms provide space for 2-3 individuals. Rooms are only available during library hours for a daily maximum of two hours. Study rooms are free to use for individuals and group study for high school age or older.

The Meeting Room and Jane Young Room are available for use only during the operating hours of the Library. These meeting spaces must be vacated **no less than 30 minutes** before Library closing. Applicants must inform Library staff when they are through with a meeting space.

All groups must meet fire code occupancy limitations. Use of the rooms must not disrupt the use of the Library by other members of the public.

The library reserves the right to review each prospective use and determine whether that use falls within the meeting room user guidelines. Use of the premises may be terminated at any time if the conduct of the group or any member of the group is disruptive to library service, or is in violation of the Kendall Young Library Patron Conduct Policy. All activities and programs conducted in the library building are subject to the library's general rules and regulations.

Approved Room Usage

Nonprofit Organizations

- Any organization seeking nonprofit rates must qualify as a 501(c)3 or similar tax-exempt organization per the Internal Revenue Service. Meetings must be open to the public and are subject to the Iowa Open Meeting Laws or they must pay the for-profit rate for booking the space.

Political Organizations

- Any organization engaging in political lobbying activities does not qualify as a 501(c)3 organization and will be charged the for-profit/private rate. (IRS Exemption Requirements)
- Political activity must be reserved to the meeting room space. No signage will be allowed on library property and grounds.

For-profit business or organization

- Meeting is closed to the public. Purpose of meeting is only beneficial to the business or organization.

Personal private parties

- Personal private parties such as birthday parties, graduations and showers may only be held in the Meeting Room.

Fundraising and Sales

- No fundraising (donations, sales, or promoting for future sales) may be done at the library. No admission or fees may be charged.

Rental Fees

A deposit of \$100 is required by everyone. This deposit will be returned within 5 business days if the room is cleaned according to stated checklist and no damage has been done to the room or its furnishings.

Nonprofit Organizations may use the meeting rooms at no cost. A \$35 per hour rental fee for the Meeting Room or Jane Young Room is charged for private, social, political gatherings or for-profit businesses. Fee is payable to Kendall Young Library prior to the use of meeting room.

The Study Rooms do not require a deposit and are free to use.

Reserving Rooms and Payments

Room users may submit reservation requests online at www.kylib.org or at the Adult Check Out Desk. Room reservations must be made at least five business days in advance. Reservations may only be made up to eight weeks in advance to allow scheduling of library programs.

After submitting a request, users will be notified if their request has been approved. Their reservation will be confirmed pending receipt of the \$100 deposit. Payment of the deposit is due no later than five business days prior to the event or the library reserves the right to cancel the 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.

If payment for using the meeting room is required, a detailed invoice will come by a second email. Payment may be made at the Adult Checkout Desk or submitted by credit card via Square. Check payments may be mailed to Kendall Young Library, 1201 Willson Avenue, Webster City, IA 50595. Please make checks payable to the Kendall Young Library.

ROOM USER GUIDELINES

Condition of Room and Damages

The renter of the room is responsible for the cost of all damages that occur during the rental period. This includes, but is not exclusive to, damage to walls, windows, flooring, furniture, and AV equipment. You may request a walkthrough of the room with library staff prior to the event. Walkthroughs for weekend events must take place by Friday afternoon before 4:00 p.m.

Materials may not be affixed to any surface, including walls, windows, columns, floors, furniture, or fixtures without approval by the library staff. Only low-residue tape (e.g. painter's tape, gaffer's tape) may be used. Sticky notes may be used as well. Masking tape, duct tape, transparent tape (i.e. Scotch), and mounting putty may not be used.

Room Arrangement

Room users are responsible for their room setup and returning the room to the original state. Furniture may not be removed from the meeting room.

There will be no storage of equipment or property of any group in the meeting room.

The rear parking lot (on Water Street) is for staff use only and is not included in the rental agreement. Permission to load and unload via the emergency exit must be approved by library staff.

AV Equipment

The Meeting Room has a built-in digital projection unit in the Meeting Rooms available for use. The library cannot provide any computers, tablets, or other AV equipment. Groups may bring in equipment if the library options do not meet their needs. A TV is also available for use in the meeting room.

A standard VGA or HDMI cable will be provided to connect to the projection unit, but adapters for Apple products or any other ports are not. The event host is responsible for damaged or missing cables at a replacement cost of \$15.

Wireless Internet is available throughout the library free of charge. This may not support high bandwidth applications.

Food and Catering

Food may be brought in by the user or provided by a caterer for use in the Meeting Room. All caterers must be contacted and paid separately by the renter. No alcohol may be served. The library does not provide table service or linens.

A small kitchenette with a microwave and a small coffee pot is available for public use in the Meeting Room. The library will not provide refrigerators, or any other appliances for use.

The applicant assumes full responsibility for making sure all used paper goods and food remains are put into supplied trash receptacles before vacating the premises. The kitchenette must be cleaned and tables wiped. Spills and garbage on floor must be cleaned.

Food and beverages are not allowed in the Jane Young Room.

Advertising your event

- The library may not be listed as a sponsor of any event unless previously agreed to by the library director or his/her designee.
- No group may list the library's mailing address as its address.
- The library's contact information, aside from location, may not be listed for your event.
- The library requests that all printed materials, press releases, posters, and other information include a contact number for your group.
- The library does not publish any reservation on the public calendar. You may ask the library to post fliers on community bulletin boards for events if they fall under our posting guidelines
- No signage may be used on the exterior of the building or outside of the rooms with the exception of directional signs.

Other Policies

Any gathering with 10 or more individuals under the age of 18 in attendance must have at least one responsible adult present in the meeting room for every 10 persons younger than 18 years of age.

Use of meeting spaces is subject to all applicable federal, state, county, and municipal laws and regulations and the Library's Code of Conduct.

Non-Compliance

If Library staff finds that a Meeting Room has not been returned to its pre-meeting condition, the renter's deposit may be kept to cover the cost to clean the room.

Violations of this policy or the Library's Code of Conduct may result in the denial of meeting spaces use and/or the assessment of additional fees.

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
Revised and approved by the Kendall Young Library Board of Trustees 4/17/2023



Name/Organization: _____

Date of Use: _____ Time of Use: _____

CHECKLIST FOR MEETING ROOM USERS

- _____ All refreshments are cleaned up and removed.
- _____ Take garbage to the trash can, located outside the meeting room in the staff parking area.
- _____ Clean trash bag is placed in trash can. Replacement bags are underneath the sink in the kitchenette area.
- _____ No food is left. All caterer materials have been returned or removed from the library.
- _____ Kitchenette is clean and in good order.
- _____ Counters, tables, and chairs have been wiped and are clean.
- _____ Position tables and chairs according to posted arrangement.
- _____ All other meeting room chairs have been stacked on chair dollies.
- _____ Floor is clean (swept and mopped, if needed)
- _____ Remove all decorations, flyers, pamphlets, and personal items.
- _____ No tape on walls or ceiling.
- _____ Projector, the TV and the audio-visual equipment are turned off after use. Raise projector screen.
- _____ Library equipment, if used, has been returned.
- _____ All lights in meeting are turned off.
- _____ Door(s) to meeting room are closed and locked.
- _____ Emergency exit door is closed and locked.
- _____ Checklist was returned. (Staff Initials _____)

We appreciate that you keep our meeting rooms clean. Failure may result in an additional fee or denial for your future use.