Dunkerton Public Library Program Room Guidelines and Group Responsibility

* The meeting room is limited to the capacity of 30 seats.
* Wi-fi is available (Password: Welcome2TheLibrary). A projector and/or laptop is available for meeting use if requested.
* Room use is allowed from 6:00 AM to 12:00 midnight.
* Submit an application at least 24 hours prior to the event (or the Friday before weekend dates).
* A $20.00 deposit is required.
* Room reservation is finalized upon the acceptance of the application and deposit.
* Key may be picked up day before or day of event.
* Prior to departure, report any spills or maintenance issues as well as the number of attendees to the librarian. If your event is scheduled to end after library hours, this may be done via telephone (319)822-4610 or email to [dunkpublib@dunkerton.net](mailto:dunkpublib@dunkerton.net) **within 24 hours**.
* Your deposit will be returned when key is returned or event is over and the room is left clean and in order.
* **All promotional materials must state the location as: Meeting Room at the Dunkerton Public Library.**

PROGRAM ROOM POLICY

The Dunkerton Public Library offers a program room to further the Library’s mission to serve the needs of the community. The Program Room is available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. The use of the Program Room does not imply the library’s endorsement of any ideas expressed in the meeting nor of the goals, objectives, or ideals of the person or organization using library facilities. In case a question is raised as to the objectives and activities of any organization, group, or individual requesting use of the meeting room, the Library Board shall be the final authority in granting or refusing permission for the use of the room.

Guidelines for Use:

* Program room space at theDunkerton Public Library is intended for informational, cultural, educational, and social purposes of the community.
* Users of the Program Room are expected to observe the rights of other library users and staff members, to use the Library for its intended purposes, and to leave the meeting space in the condition it was found. Users may utilize the library’s vacuum and cleaning supplies to clean area after use.

Dunkerton Public Library Policy: **Program Room Policy**

Adopted: July 25, 2011 Revised: February 24, 2020

* The Library is not responsible for any accident, injury, loss or damage to the private property of individuals or organizations using the facility.
* Library–sponsored programs have priority use.
* The Program Room is not available for the sale of merchandise, for solicitation of later sales, or for order placement. The Library reserves the right to allow sales conducted by the Friends of the Library, the Library itself, and the City of Dunkerton.
* All meetings held at the library must be free of charge. No admission, collection, or donations may be taken. Exception: With approval, permission may be given to professional organizations for educational or training seminars and programs or to area colleges for courses of an educational or cultural nature. Any fees necessary to support these programs must be collected outside the library.
* All advertising and public notices of events held in the Program Room must clearly designate the organizational sponsorship and state the location as the Meeting Room at the Dunkerton Public Library. An organization or group may not use the Dunkerton Public Library for its official address.
* The Library's building and grounds are smoke-free. No smoking may be done on the grounds outside the library or in the parking lot other than in personal vehicles.
* Misrepresentation of the use of the room or failure to abide by the policies of the Library **will be cause for denial of further use of the Program Room.**
* Groups using the Program room on an ongoing basis will be asked to read this policy, fill out another application form, and leave a deposit at the start of each calendar year.
* No materials (including decorations) or property shall be moved in or attached that could damage floors, walls, or woodwork. Exits must be clear at all times. All materials must be completely removed after use of the room. **The Program Room must be left in the same condition as found.**
* Food and non-alcoholic beverages may be served in the Program Room. A kitchenette is available for serving of light refreshments. The user must provide all equipment and supplies and must leave the kitchen clean. **User is responsible for removing and disposing of any garbage created.**
* All groups must exercise prudent precautions to avoid damage of library equipment, furnishings, floor coverings, and other library property. The Library requires a $20.00 damage deposit from individuals or organizations. Damage fees may also be assessed following room use if cost of damage exceeds the deposit. For groups using the room monthly and keeping the room clean after each use, one $20 deposit may be left for the year. At year’s end, the check or money will be returned barring any damage to the room.
* Reservations must be made by an adult who will be held responsible for any damages incurred to the building or equipment and must be in charge of any children/minors under age 18 attending the meeting.
* A key is available for Program Room use before and after library hours. For security precautions, use is allowed from 6:00 AM to 12:00 Midnight. Key should be picked up the day prior or day of the event by an adult associated with the organization or event. Key is to be left in the program room if leaving when the library is closed (after ensuring entrance to library is locked). If library is open, return key to the librarian. Any exceptions are at the discretion of the director. Key also opens the janitor’s closet for access to a vacuum and basic supplies to clean room.

Revised: February 24, 2020

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Curt Thomas, Board President