Matthias M. Hoffman Community Meeting Room Policy

1. The James Kennedy Public Library has one meeting room which will seat 107 people auditorium style or 50 people conference style.

2. Organizations and individuals may use the meeting room to promote cultural, educational, civic and public informational meetings and activities.

3. Library programs take precedence over use by any other group.

4. This policy applies to all persons/groups using the community room.

5. All meetings held at the library must be free of charge. Groups and individuals may not sell merchandise, fundraise, solicit for later sales contacts or placement of orders, or charge admission fees. If groups offer materials in connection with study groups, conferences and similar events, they may accept donations to cover the cost of materials. *Exception: Events sponsored by the James Kennedy Public Library, the City of Dyersville, Friends of the James Kennedy Public Library, educational organizations charging a fee that covers materials and instruction involved in a purely educational endeavor, and local, county, or state library group meetings are exempt from the above restrictions.*

6. The Hoffman Community Room may be reserved during times that the Library is open. Gatherings may begin before or continue after the Library is closed, however the majority of the meeting should take place during hours the Library is open. If the room is to be used during hours the library is not open, the key must be picked up during library hours and / or returned via the book drop immediately following the use of the room. Special arrangements may be made for organizations to use the space during nonlibrary hours if a library staff member is a part of the organization and / or is willing to serve as the responsible party. In this case, the organization requesting use of the space may be asked to reimburse the library for the cost of staff wages.

7. Reservations will be made on a first come, first served basis. In fairness to the numerous groups in the community who may wish to use this facility, the Library will not accept more than two reservations from an organization at one time. Exceptions to this rule may be made on a case by case basis by the JKPL Art, Furnishings and Facility Committee. Exceptions will be considered where there is a significant need for advance planning by the organization wanting to make more than two reservations, AND there is a benefit to the Dyersville area community by allowing this exception.

8. Reservations may be taken over the telephone but a signed Meeting Room Reservation form must be received at the Library within 3 days in order to confirm the reservation. If a reservation form is not signed within that time, the room will be considered available for use by another.

9. Should it be necessary to cancel a meeting, notice should be given to the library as soon as possible.

10. Children under age 18 must be supervised at all times.

11. Groups using the Hoffman Room are responsible for any damage that may occur during their use. Costs will be billed to the person signing the reservation form.

12. Set-up and clean-up must be accomplished within the reserved time period.

13. Use of tobacco, e-cigarettes, vaping, or other similar products is not permitted in the building.

14. Use of alcoholic beverages is not permitted in the building. The Library Board may waive this restriction for adults-only events sponsored by the Library, the Friends of the Library, or other organizations on a case by case basis. Exceptions to this rule may be decided by the JKPL Art, Furnishings and Facility Committee. Requests to waive this restriction should be submitted to the Library Director at least one month in advance to ensure adequate time to make a decision.

15. Groups may have access to the kitchenette facilities. Groups using the kitchenette must furnish their own supplies such as eating utensils, coffee, sugar, towels, etc.

16. Meals or light refreshments may be served in the meeting room; however, with the exception of library sponsored programs, preparation of the food may not be done at the library.

17. Library supplies may not be used by groups using the room.

18. The responsibility for proper care of the facilities lies with the person signing for the reservation. Furniture should be left in the arrangement in which it was found unless other arrangements are made in advance with library staff. Broken or damaged materials must be replaced to the satisfaction of the Library. Should damage fees be assessed, they must be paid before using the Hoffman Community Room again.

19. The following items of equipment may be available for use in the Community Rooms:

dry erase white board	podium	projection system with DVD/Blu-ray
projection screen	refrigerator	microwave
coffee pot	electric kettle	popcorn popper
tables	chairs	

Items may be added or removed from this list at any time. Items from the Library of Things may also be used in this space. Arrangements for use of specific items should be made at the time the reservation is placed.

20. Persons interested in using the multimedia / projection equipment available in this room should refer to the Multimedia Equipment Use Policy.

21. Only films that are covered by the JKPL Movie Public Performance License or that are in the public domain may be shown in the library facility. Individuals or groups using the library's equipment to view a movie must check with a library staff member to verify that the film is covered before playing.

22. The Library's policy on **Conduct in the Library** also applies to use of the meeting room.

23. Anyone violating these provisions may be asked to leave and/or be denied future use of the facilities.

The Library is not responsible for theft or damage of equipment or material supplied by users.

Permission to use a meeting room does not imply Library endorsement of the aims, policies, or activities of any group or organization.

Revised 4/06, revised 2/2012, 3/2012, 10/2013, 3/2018, 4/2023

Multipurpose Program (Game) Room

The multipurpose program room is available for use during library hours only. This room seats 10 to 12 people around the conference table and may accommodate a few more depending on how the room is configured. This room includes a wall mounted television screen, DVD/Blu-ray Player, WiiU gaming console, and gaming cart with a television and Xbox 360 gaming console. Primary use of this room is for library programming, gaming activities, teen space, and small group meetings. Priority use will be for library programming. Window shades should remain partially open and lights should remain on at all times unless specific permission to close has been given by library staff.

1. Reservations for this room will follow the same procedures as that for the Hoffman Room.

2. If the room has not been reserved in advance for a program, meeting, or special activity, it may be used on a walk-in basis. In this case, the room may be used in one-hour increments. Anyone entering the room must sign in and out at the circulation desk.

3. If someone wishes to use the gaming cart and console in the study room while this room is in use but the gaming equipment is not needed, arrangements should be made in advance so as to not inconvenience those in the multipurpose room.

4. Only films that are covered by the JKPL Movie Public Performance License or that are in the public domain may be shown in the library facility. Individuals or groups using the library's equipment to view a movie must check with a library staff member to verify that the film is covered before playing.

5. Children will be allowed to use this room at the librarian's discretion.

6. Guests should leave the room clean and ready for the next visitor.

7. The Library's policy on **Conduct in the Library** applies.

Approved 2/2012, revised 3/2012, 10/2013, 3/2018, 4/2023

Study Room

One small study room is available for use during library hours only. This room seats 1- 4 persons. Larger groups will be allowed in these rooms only at the librarian's discretion.

1. Reservations for this room will follow the same procedures as that for the Hoffman Room.

2. If the room has not been reserved in advance for a program, meeting, or special activity, it may be used on a walk-in basis. In this case, the room may be used in one-hour increments. Anyone entering the room must sign in and out at the circulation desk.

3. Only films that are covered by the JKPL Movie Public Performance License or that are in the public domain may be shown in the library facility. Individuals or groups using the library's equipment to view a movie must check with a library staff member to verify that the film is covered before playing.

4. Guests should leave the room clean and ready for the next visitor.

5. Children will be allowed to use this at the librarian's discretion.

6. The Library's policy on **Conduct in the Library** applies.

Revised 4/06, reviewed 2/2012, revised 10/13, 3/18, 4/2023

Iowa History and Genealogy Room

The Iowa History and Genealogy Room is available for use during library hours only. This room holds the library's Iowa History and Genealogy Collection, microfilm reader printer, and related equipment; oversized books from the adult nonfiction collection, and the library's literature (Dewey 800s) collection. The room is intended for general public use or quiet study but can be used for meetings when alternate space is not available. Individuals and groups wanting to use this space for meetings do so with the understanding that others may be in the room to use the collection and / or equipment located there.

The Iowa History and Genealogy Room is divided by a section of book shelves. One side has tables and chairs for seating of up to 15 people. One additional small table and chairs (seating up to 6 people) may be added to this space if needed. The other side has one round table with seating for up to 6 people, and soft seating. This space is not private as people may be using the collection, other area of seating, or may be walking through to city hall.

1. Reservations for this room will follow the same procedures as that for the Hoffman Room.

2. As this space is intended to be more for quiet study than for group gatherings, all other use will be on a walk-in basis by individuals.

3. Only films that are covered by the JKPL Movie Public Performance License or that are in the public domain may be shown in the library facility. Individuals or groups using the library's equipment to view a movie must check with a library staff member to verify that the film is covered before playing.

4. Children will be allowed to use this space at the librarian's discretion.

5. Guests should leave the room clean and ready for the next visitor.

6. The Library's policy on **Conduct in the Library** applies.

Revised 4/06, reviewed 2/2012, revised 10/13, 3/18, 4/2023

Creation Station

The Creation Station is available for use during library hours only. This area of the library is primarily intended for use by individuals and groups using the active learning equipment or supplies, attending programming in this space, or using the general seating when space is not in use for programming. This space will seat up to 20 persons in various configurations. This space is not private as people may be using the collection or other areas of seating.

1. Groups may reserve this area of the library only for group activities using the active learning collection, equipment and / or materials. Reservations for this area will follow the same procedures as that for the Hoffman Room.

2. Due to the nature of the equipment and tools in the Creation Station, children under the age of 10 wishing to use any of the specialized items must be accompanied and directly supervised by a parent or guardian 18 years or older. Librarians may waive this restriction if the child is participating in a library supervised program or other adult supervised special activity (i.e. Girl Scouts reserve the space for a special project / meeting.) Some items may have additional restrictions.

3. Food and beverages will not be allowed on tables when equipment is in use.

4. Guests should leave the area clean and ready for the next visitors.

5. The Library's policy on **Conduct in the Library** applies.

Approved 3/2018, revised 4/2023

Room or Space Reservation Form
James Kennedy Public Library
320 1st Ave. E.
Dyersville, Iowa 52040
563-875-8912

I am reserving the following space:

Hoffman Room:_____ Multipurpose Program Room:_____ Iowa History/ Gen. Room:_____

Study Room: _____ Creation Station:_____ Other (explain):_____

Name of Individual or Organization Using Room: _____

Contact Name (if Organization):_____

Address:_____

Telephone:_____ Email:_____

Date Room Needed:_____ Time Room Needed:_____
(be sure to include time for set up and tear down, if necessary)

Purpose of use:_____

_____

On behalf of myself, my group, or my organization, I hereby acknowledge that I have read and agree to abide by the relevant Meeting Room / Space Use Policy.

_____ _____
Signature Date

Staff use only: