

West Union Community Library

210 N. Vine St., West Union, IA 52175

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West Union Community Library Meeting Room Policy:

The West Union Community Library has meeting rooms available for use by community organizations and community members.

Guidelines

- Organizations or groups may use the meeting rooms to promote cultural, educational, service, or civic activities.
- The Heiserman Room is available for private party use.

Hours Available - Library Hours

Monday, Wednesday, Friday: 10:00 am - 5:30 pm

Tuesday, Thursday: 10:00 am – 7:00 pm

Saturday: 9:00 am – 12:00 pm

After Hours availability – Lower level rooms only (in consultation with Library Staff)

Saturday: 9:00 am - 9:00 pm

Sunday: 9:00 am - 9:00 pm

Room requests that include hours outside of the above-stated hours require special consideration by the Library Staff and MAY include consultation with the Library's Policy Committee.

Weekday meetings after hours on main floor are possible by special request. Please note that special requests take additional time for approval.

Reservations

- All reservations must be made in writing. Reservations will be accepted no more than 6 months ahead of time and a minimum of one week in advance.
- Reservations must be made by an adult who will be held responsible for any damage incurred to the building or equipment. This adult must also be in charge of any children/minors under age 18 attending the meeting.
- Proof of insurance is required for Lower Level Room rental. (Homeowners or parent organization insurance is sufficient.)
- All attendees are expected to follow the Library Patron Behavior Policy.
- Groups wishing to use the facility for regular, periodic meetings must obtain permission from the Library Board on a quarterly basis.
- Long-term room usage requires a written request to the Board of Trustees.
- A \$25 refundable deposit is required for rooms in lower level.

Make a Room Reservation

- Reservation is confirmed only when a Facility Permit is issued.***

To confirm a lower level room reservation for your event, you must return the following to the

Library:

1. Completed application form and signed facility permit
2. Proof of insurance (Lower Level Room rental only)
3. Refundable Deposit (Lower Level Room rental only)
4. Room usage fees

Reservation Priorities

The library reserves the right to cancel a reservation if the space is required for its own use (or use by the City of WU.) Every effort will be made to give adequate notice.

1. *Library programs and activities*
2. *Elections*
3. *Friends of the Library programs and activities*
4. *City of West Union programs and activities*
5. *Community groups and individuals*
6. *Other groups outside the immediate community on an individual basis*

Not permitted

- Financial transactions, direct and indirect sales, and the solicitation of customers or clients, are not permitted. Exceptions include: charges to cover class participation and the normal collection of dues or memberships.
- Due to liability, supervised visits are not allowed.
- Organizations or groups may not use the meeting rooms as office space to meet with clients.
- Meeting room users must follow all applicable City codes. Smoking is prohibited on the entire Library Campus. Alcohol and controlled substances are not permitted.
- Candles and open flames in the library or on library grounds are not permitted.

Library and Friends of the Library functions are exempt from these regulations

The Library Director is authorized to deny permission for the use of the meeting rooms to any group or individual that is disorderly or violates these regulations. The Library reserves the right to determine whether the proposed use of the facilities is appropriate and to give or withhold permission for such use. To promote the accessibility of the meeting rooms to a wide variety of community groups, the library may limit meetings for any organization.

Disclaimers

Groups convening are neither endorsed nor affirmed by the Library Board of Trustees, staff or the City of West Union. The library is not responsible for accidents, injury, or loss of individual property while using the meeting room.

No event should be advertised in a manner that suggests library sponsorship when there is none.

Exemptions or special considerations are at the discretion of the Library Director and the Board of Trustees.

Clarifications to the policy will occur as necessary.

**West Union Community Library
Lower Level Meeting Room Application**

DATE OF USE: _____ **DAY OF WEEK:** _____

REQUESTED ROOM:

_____ Dover Room, seats approx. 54	\$30/4 hours; \$10 each add'l hour; \$60/8 hours
_____ Hospitality Room, seats approx. 37	\$30/4 hours; \$10 each add'l hour; \$60/8 hours
_____ Heiserman Room Only, seats approx. 90	\$30/4 hours; \$10 each add'l hour; \$60/8 hours
_____ Heiserman Room and Hospitality Room	\$50/4 hours; \$15 each add'l hour; \$100/8 hours

DATE OF APPLICATION: _____ (Applications are taken up to 6 months ahead of time.)

NAME OF ORGANIZATION: _____

TITLE/PURPOSE OF EVENT:

CONTACT PERSON: _____

ADDRESS: _____

CELL PHONE: _____ **HOME PHONE:** _____

TIME OF USE: (includes set up and clean up time). Must be reserved ONE WEEK IN ADVANCE.

From: _____ To: _____

Actual meeting time—From: _____ To: _____

ESTIMATED ATTENDANCE: _____

I have read the meeting room policy & agree to abide by it. I agree to take full responsibility for undue damage and excessive dirty or untidy, conditions to the building, rooms and/or City equipment and furniture.

SIGNATURE OF PERSON RESPONSIBLE: _____

If a cancellation becomes necessary, please notify the library as soon as possible. Any cancellations made less than 48 hours in advance will result in forfeit of deposit.

Once the keys are returned (if checked out) and the room's cleanliness has been approved by staff, the deposit will be processed.

_____ I would like to donate the deposit to the West Union Community Library.

_____ I would like the deposit mailed to me. *Please include a self-addressed stamped envelope with your application.*

_____ I would like the deposit shredded.

To confirm a reservation of a Lower Level Room for your event, you must return the following to the Library:

_____ Completed application form

_____ Proof of insurance

If approved, you will be asked to submit 2 separate checks:

_____ Deposit of \$25

_____ Room usage fees

You will receive a Facility Permit confirming your dates and times. **Do not consider any space held for your group until you receive this confirmation.**

_____ Entered in Calendar/Confirmed _____ Key pick-up _____ 48-Hour cancellation

**West Union Community Library
Upper Level Meeting Room Application**

DATE OF USE: _____ **DAY OF WEEK:** _____

REQUESTED ROOM:

_____ ICN Room, seats approx. 40 \$30/4 hours; \$10 each add'l hour; \$60/8 hours

_____ Conference Room, seats approx. 8 \$30/4 hours; \$10 each add'l hour; \$60/8 hours

DATE OF APPLICATION: _____ (Applications are taken up to 6 months ahead of time.)

NAME OF ORGANIZATION: _____

TITLE/PURPOSE OF EVENT:

CONTACT PERSON: _____

ADDRESS: _____

CELL PHONE: _____ **HOME PHONE:** _____

TIME OF USE: (includes set up and clean up time). Must be reserved ONE WEEK IN ADVANCE.

From: _____ To: _____

Actual meeting time—From: _____ To: _____

ESTIMATED ATTENDANCE: _____

I have read the meeting room policy & agree to abide by it. I agree to take full responsibility for undue damage and excessive dirty or untidy, conditions to the building, rooms and/or City equipment and furniture.

SIGNATURE OF PERSON RESPONSIBLE: _____

If a cancellation becomes necessary, please notify the library as soon as possible.

If approved, you will be asked to remit payment:

_____ Room usage fees

You will receive a Facility Permit confirming your dates and times. **Do not consider any space held for your group until you receive this confirmation.**

_____ Entered in Calendar/Confirmed _____ Key pick-up _____ 48-Hour cancellation

**West Union Community Library
Facility Permit & Meeting Room Checklist**

Prior to Meeting

_____ confirm reservation and remit payment

Upon Arrival for Meeting

_____ check in at the front desk

_____ each group is responsible for setting up the room and returning it to its original condition

_____ no materials or property shall be moved in or attached that will damage floors, walls, or woodwork

During Meeting

_____ library staff is not available for taking phone calls or delivering messages, except on an emergency basis

_____ the library has a kitchenette available for use, including a microwave, refrigerator, and sink. Each group must furnish their own supplies such as coffee, napkins, paper products, etc.

_____ groups using the meeting rooms will be responsible for proper supervision of children in attendance

After the Meeting

_____ check-out at the front desk, if the library is open

_____ renter is responsible for all clean-up of meeting room, including

wiping tables and chairs

wiping off counters and kitchenette area (if applicable)

disposing of trash

vacuuming

flushing toilet

returning room to its original condition and arrangement

turning off lights

lock doors

_____ prior to departure, report any spills or maintenance issues

_____ return the key to library within 24 hours, if library is closed at the end of your event

The library is not responsible for any materials left at the library.

I have read the meeting room policy & agree to abide by it. I agree to take full responsibility for undue damage and excessive dirty or untidy, conditions to the building, rooms and/or City equipment and furniture.

SIGNATURE OF RENTER

DATE

SIGNATURE OF LIBRARY STAFF

DATE