

The library offers three public meeting space options:

- 1 Meeting Room, seating up to 40 people
- 1 Conference Room, seating up to 6 people
- 1 Study Room, seating up to 2 people

Permission to use the Meeting Room shall be made no more than 6 months in advance to the librarian on duty, and no more than 4 months in advance for the Conference Room and Study Room. Reservations must be made in person, by phone, or by email and must include the name and telephone number of the person responsible. Walk-in appointments are accepted, depending on space availability.

Community members may check-out a key to access the library's Meeting Room outside of library operating hours by providing library staff their name, the group they are associated with (if applicable) and an emergency contact number. The person placing the reservation is responsible for picking up the key during library hours and locking the doors when the meeting is over. The key can be returned back to the library during operating hours or, if more convenient, may be returned in the library's book return box.

The Board of Trustees invites any group of citizens to use the meeting room provided they abide by the following policies:

1. The library facilities are open to organizations engaged in educational, cultural, political, intellectual or charitable activities. Priority will be given to non-profit organizations and volunteer groups. Groups using the room for commercial activities, such as Tupperware parties or hosting a presentation to the public for financial gain, or for exclusive events not open to the public will be charged at the following rates (made payable at the start of the reservation):
 - a. \$25 per hour or partial hour for the Meeting Room
 - b. \$15 per hour or partial hour for the Conference Room
 - c. \$5 per hour or partial hour for the Study Room/Conference Room
 - d. Library AV equipment may be used if the meeting takes place during library operating hours.

No refunds will be given if a meeting/event ends before the reservation period. If groups/individuals do not vacate the room at the end of their reservation time, they will risk forfeiting future use of the meeting space.

2. Doors to all public meeting spaces shall remain *unlocked* at all times when in use.

3. It is recommended that room reservations include set-up and clean-up time, as we often book meetings back-to-back.
4. The library meeting areas may not be used for meetings or discussion that encourage or promote violence against, or physical injury to individuals or groups of individuals.
5. Attendance at meetings in the Meeting Room is limited to 40 persons.
6. The person or group who make the initial reservation shall be responsible for repairs or replacement of damaged equipment. The library reserves the right to assess a cleaning or labor charge if necessary.
7. No guarantee can be made for monthly or regularly scheduled meetings. The library and library-related programs have priority to use the facility.
8. Reservations for the Meeting Room may be made up to six months in advance, and the Study Room & Conference room can be reserved up to four months in advance. The library reserves the right to cancel advanced reservations if the space is needed for library-related programming or events.
9. The use of tobacco products, including vaping, is prohibited. Beer and wine is not permitted unless part of library fundraising events, and is pre-approved by the library board by majority vote. Hard liquor is strictly prohibited. If food is served, it is the group's responsibility to clean-up at the end of their meeting. The library does not provide cleaning and serving supplies.
10. Routine failure to notify the library of a reservation cancellation may result in loss of meeting area reservation privileges.
11. Use of materials on walls is prohibited.
12. Use of the library's meeting areas does not imply endorsement of the group's beliefs or policies.
13. Children's groups must be supervised by an adult at all times. Meeting Room reservations can only be made by those 18 years and older.
14. Groups are responsible for their own set-up and take down.
15. The library director is authorized to deny permission to use the meeting room to any group or individual that is disorderly or that violates meeting room regulations or the library's Rules of Conduct Policy.
16. Due to lack of storage space, groups may not leave supplies or other items in library meeting rooms for future use unless given prior permission by the Library Director. Items left behind will be held for up to one week before they are donated/disposed of.
17. Individuals using the library meeting areas must comply with all library policies and shall immediately cease actions deemed in violation of these policies upon request. Failure to abide by the library's policies and rules will result in suspension or termination of an individual's meeting area privileges.

Please Note: Door between meeting room and the hallway leading to the restrooms should be unlocked if the restrooms will be used if the meeting will take place after library operating hours. Doors leading to the library are locked when the library is closed.

Groups using the Meeting Room have access to the following equipment:

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|--------------------------|---------------------|
| Refrigerator | Wireless connection |
| 22 cup coffee pot | Microwave |
| Laptop and LCD projector | |

Please let us know at the time of the room reservation if you need any of the above equipment.

Before leaving please be sure to check the following:

- Turn off all lights in bathrooms, hallway, meeting room and front lobby.
- Unplug coffeepot and other equipment used.
- Room is to be arranged as in diagram posted on meeting room door leading to the lobby.
- Both meeting room doors locked.
- Keys returned in the book return box.
- Remove any personal items, including anything stored in the refrigerator

In case of emergency, please call the DeWitt Police Department non-emergency number 563-659-3145

Approved 12/3/02

Revisions approved 2/12/2008, 10/4/2011, 9/12/16, 12/10/2018