

Lied Public Library Policy

Section: Access, Services, and Programs

Subject: Public Space Policy

Board

Approved:02/06

Reviewed:

Revised:11/2013, 02/2017

Public Spaces Policy

- Use of the Library's public spaces by the Library for its own programming or staff meetings, or by the Board of Trustees, the Library Foundation, the Friends of the Library, or the City of Clarinda will be given first priority. These groups, as well as other groups at the discretion of the Library Director and/or Library Board of Trustees, may also be exempt from some of the policies stated below.
- The Library's public spaces include a multi-purpose room, outdoor pavilion, large and small study room which are all available for reservations.
- Spaces inside the library are only available during library hours. The outdoor pavilion is available between 6am-10:30pm. **If using the Outdoor Pavilion outside of library hours there will be no access to the library's restrooms.** All activities must conform to the City of Clarinda Noise Ordinance (*Chapter 40*).
- The multi-purpose room can accommodate 75 people in chairs or be used as 2 smaller rooms which can accommodate 35 people in chairs. The large study room can accommodate 12 people.
- The "Application for Use of a Public Space" must be completed and signed before a reservation can be made.
- There is no charge but donations are welcomed. The same group/organization may not typically use spaces on consecutive days or weeks.
- Meetings inside the library must be adjourned 10 minutes before closing.
- The Library reserves the right to approve or deny requests for use of the space.
- The Library kitchenette facilities are available for light refreshments in connection with indoor meetings. Food is allowed only in the multi-purpose room and outdoor pavilion.
- No smoking or alcohol is allowed on library grounds.
- The Library's "Behavior Policy" also applies to the use of public spaces. Noise and conduct is expected to be kept to a level that will not disrupt either public space use or persons in the Library.
- Individuals using the space are responsible for the supervision of children in attendance.
- Children's groups may use the spaces provided at least 1 or more adult sponsor for every 12 children is present to supervise the group and its activities.
- The Library cannot care for or store any materials for groups using the spaces.
- Materials are not to be attached to walls, windows, doors or furnishings except at the direction of authorized Library staff.
- The Library shall be notified if a cancellation becomes necessary. Failure to cancel 12 hours in advance of the meeting may result in denial for future reservations. No group may transfer the use of the space to another group.
- Any damage will be paid for by the individual or group/organization who submitted the application. Failure to clean the space may result in a cleaning fee to be assessed.
- Any individual or group who fails to abide by these provisions may be denied future use of the meeting rooms.
- Furniture may be arranged to meet the need of the user but must be returned to how it was found.
- Sale or placement of orders for items other than those that promote the mission and goals of the library is prohibited.
- Users will exercise reasonable care in the use of the Library's property and indemnify and hold harmless the Library from and against any loss, damage, liability, claim or demand caused in whole or in part by negligent acts or omissions of the user.
- Users will use the Library's property only for lawful purposes and in compliance with all applicable laws, regulations, or ordinances, including all of the Library Policies. The Library shall not be responsible for any personal injuries or property loss during use.

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Application for Use of Public Space (application also found online)

Date of Application: _____

Date of Reservation: _____

Space Needed: (Circle Space Needed)

Outdoor Pavilion
Large Multi-Purpose Room (70 people)
½ of Multi-Purpose Room (35 people)
Large Study Room (12 people)
Small Study Room (2 people)

Beginning Time: _____ Ending Time: _____

* Inside Meetings must adjourn 10 minutes before library closing.

Name of Organization/Individual: _____

Purpose of Meeting: _____

Items/Orders of Goods or Services May Not be Sold on Library Property

Application Made By: _____

Address: _____ Telephone: _____

Email: _____

May we make contact information available to the public? _____ Yes _____ No

Will table and chairs be needed if using the inside Multi-Purpose Room? _____ Yes _____ No

If Yes, how many? _____

Furniture May be Rearranged for Meetings But Must be Returned as it was Found
Library Will NOT Supply Additional Seating, Furniture and Equipment for the Outdoor Pavilion

Other Equipment Needed: _____

Misrepresentation of the above data or failure to abide by the rules established will be cause for denial of further use of the public spaces. I have read and agree to abide by the Public Spaces Policy of the Lied Public Library

- There is no charge but donations are welcomed**
- Failure to clean areas may result in a cleaning fee**
- I will not sell or take orders for goods/services**

Applicant's Signature _____

Library Use

Application Approved _____ Application Denied _____

Date Applicant was Notified _____

Librarian's Signature _____
Public Space Policy