COMMUNITY ROOM USE POLICY

The intent of this policy is to make the North Sioux City Community Library's limited meeting room space available on as widespread and equitable basis as is possible for educational and informational community meetings and for programs conducted (on a nonprofit basis) by businesses for educational or product presentation purposes.

This policy does not apply to events hosted or co-sponsored by North Sioux City Library or the North Sioux City Library friends' group.

North Sioux City Library provides meeting rooms to cardholders, NSC residents or non-profit organizations who comply with the following regulations:

Restrictions:

- The Community room is for instructional, informational, educational and non-profit business purposes. For profit events are prohibited.
- Solicitation, admission or other charges, sales/fundraising activities, political/campaign events, and private parties (birthdays, showers, receptions, etc.) are not allowed.
- Persons who attend meetings in the community room must adhere to the NSC Library Acceptable Behavior Policy.
- Meetings must comply with all local, state, and federal laws. The capacity of the community room is 42 which is determined by the Fire Marshal and shall be enforced.
- Other restrictions on community room use may be imposed by the City as the library building is owned by the City of North Sioux City. Users will be informed of such restrictions at the time of reservation.

Making a Reservation:

- Contact the Library Staff at 605-422-2366 or in person at 601 River Drive during regular library hours to check room availability.
- The person scheduling the room for use must be at least 21 years of age and must fill out and sign the Library Community Room Use Form
- Library-related programs will be given preference in scheduling
- The library reserves the right to reschedule or cancel community room reservations at any time in order to use the meeting space for programs or events sponsored by the library. As much notice as possible will be provided to the group affected by the change.
- Some equipment, including audiovisual is available for meeting room use and must be reserved in advance.
- The Community room may be scheduled up to one month in advance with groups limited to reserving the room twice per month.
- To ensure the Community room is available to a variety of groups, the North Sioux City Library may limit room use not to exceed two times a month for particular organizations if abuse or non-compliance is detected, or if similar types of organizations are using the room with such frequency that equitable use is in question.
- Permission to use the community room may be withheld from any group

that fails to comply with this policy, that damages the room, equipment, or furniture; or that causes a disturbance.
- Failure to show for meetings in any calendar year without calling to cancel may result in the loss of community room privileges up to 6 months.

Responsibilities during use
- The library key/fob is available up to 24 hours before scheduled room reservations. The key will not be available before this time.
- A responsible adult over the age of 21 shall be present at all times. If children are present they must be supervised at all times.
- Groups assume responsibility for damage to equipment for the room and are liable for all costs that would be incurred by the library to have the room refurbished or equipment repaired, cleaned, or replaced.
- The Library assumes no responsibility for theft or damage to property brought into the meeting room.
- Groups may not store personal effects or equipment in the meeting rooms before or after use nor may they consider the North Sioux City Community Library their permanent meeting place.
- Alcohol and smoking are not permitted. Food and other beverages may be served.
- The noise level in the Community Room area during business hours shall be kept to a minimum
- Meeting room doors must be closed while conducting meetings during normal business hours.
- The conduct of the meeting will be respectable and well governed.
- Library staff reserves the right to visit a meeting at any time to check for compliance.
- Set-up and clean-up are the responsibility of the user. Tables must be wiped down, garbage taken out to green trash can and floor swept. The room must be returned to its original condition to avoid cleaning fees at the rate of $30/hour.
- The Library FOB/KEY must be returned in the book return immediately following the end of any afterhours meeting.

Permission to use the library community room does not constitute library endorsement of the group or the views espoused by the group. Groups using the meeting room should clearly indicate in their advertisements and news releases who is sponsoring the event.