

Meeting Room Policy

Policy Created: 3/2011

Policy Revised: 9/2021; 9/2023; 9/2025

Policy Purpose

Our meeting rooms are open to everyone in our community, without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, or any other protected status. These spaces may be used for library events, community gatherings, classes and educational programs, cultural activities, celebrations, and commerce. We welcome the free exchange of ideas, but do not endorse the views or content of any program.

Scheduling and Use Priorities

1. Election and related events
2. Library programs and activities
3. Friends of the West Liberty Public Library (the Friends)
4. City of West Liberty programs and activities (the City)
5. General public

Reservations follow these priorities on a first-come, first-serve basis and may be booked up to two weeks in advance.

General Guidelines

- Food is allowed in all meeting rooms.
- Wine and beer may be served at Library-sponsored events. Outside groups must request board approval in advance to serve alcohol.
- Room capacities must be observed.
- Users must return the room to its original setup during their reserved time.
- The library is not responsible for loss or damage to the private property of individuals or organizations using our facilities.
- Deliberate misuse of or damage to library property may result in fines for damages or restricted meeting room use.
- All use of meeting rooms is subject to the Public Code of Behavior Policy.

Liability and Insurance

Outside organizations may be required to submit proof of general liability insurance coverage. Proof may be requested for events that:

- Charge admissions or fees
- Serve alcohol
- Involve high-risk activities or equipment

Room Use Charges

- The library does not charge for use of public space with specific exceptions. Room use charges apply to events:
 - Requiring additional staffing time

Facilities Policies

- Charging a fee to attendees
- Where funds are exchanged
- Where fundraising occurs
- Outside regular library hours

Type of Event	During Library Hours	Outside of Library Hours on Operating Days
Meeting or event with no charge to attendees	No Charge	\$100 per hour
Meeting or event where a fee is being charged to attend, funds are being raised, or items/services are offered for sale	\$50 per hour	\$100 per hour

Additional fees:

- Room set up (beyond default furniture arrangement): \$100
- Room clean up (beyond vacuum and trash removal): \$100
- Excessive mess or damage: minimum \$75

Reservation Agreement

A signed reservation agreement is required for all reserved use of library meeting rooms, regardless of the room type or event purpose. The agreement outlines responsibilities for payment, liability, room condition, and compliance with library policies. Reservations are not considered confirmed until a signed agreement is received and approved by library staff.