

Missouri Valley Public Library
Public Meeting Room Policy
Revised May 13, 2025

MEETING ROOMS

- Rooms are available at no charge for non-profit community groups.
- Rooms may also be used for private functions such as baby showers, birthday parties, family gatherings, and similar purposes for a fee.
- No admission fee, registration fee, donation or monetary solicitation may be sought from meeting attendees, unless the Missouri Valley Public Library co-sponsors the program.
- Groups are responsible for any room set-up and are to leave the room as it was found.
- Users agree to abide by all regulations of the Missouri Valley Public Library relating to the use of the facilities and accept responsibility for all damages caused to the building and/or equipment beyond normal wear.

GENERAL RULES AND REGULATIONS

- Groups interested in using the Missouri Valley Public Library meeting rooms must request reservations in person, by telephone, or email.
- An authorized adult representative of the group must request use of the meeting room. The representative agrees on behalf of the group that the proposed use of the meeting room by such group will be within Policy guidelines. Failure to abide by the Policy may disqualify the group from future use of the rooms as a minimum penalty.
- The group accepts financial responsibility for all damage caused to the building or equipment beyond normal wear. The authorized adult representative of the group will be responsible for any charges incurred by the group.
- Library staff should be notified in advance of cancellations. If the meeting is canceled with less than 24-hour notice or the Missouri Valley Public Library is not notified, the group may be disqualified from future use of the rooms.
- **The Missouri Valley Public Library does reserve the right to cancel a scheduled meeting with a two-week notice, although we will make every effort to avoid a cancellation but we do reserve that right.**

CONDITIONS OF USE

- Meetings must be held during regular library hours, although the library director, at his/her discretion, may allow meetings to be held at a time outside of regular library hours.
- Meetings must end on or before the scheduled time so the room can be cleared or prepared for other meetings. All meetings must end 15 minutes before the close of library hours.
- Groups who use the library rooms may request, in advance, the privilege to serve food and drink is subject to approval by the librarian. Alcoholic beverages are prohibited.
- The group is responsible for leaving the room in the condition in which it was found. Charges will be assessed for damages or required extra cleanup.

CHARGES

The rental of the rooms for private functions shall incur the following fees: \$40 for two hours or less and \$10 for each hour afterward (not to exceed five hours except with director's permission). The fees are used to offset the janitorial and utilities cost for the library. A \$20 deposit is required three days in advance. If the room is left as it was found, the deposit will be applied to the rental fee.

- The carpet must be cleaned and vacuumed. Often, cake, frosting, and other food dropped on the carpet adheres to it and needs to be scrubbed.
- Tables must be wiped and trash removed from the building. The library's outdoor trash container is located on the south end of the west side of the building (facing the alley).
- Any decoration must be removed. If items are hung from the ceiling tile area, the twine, ribbons, and other hanging devices need to be removed as well.
- DO NOT remove the Missouri Valley Public Library decoration or displays. If you need the space, you must request permission from library staff.