

Matthias M. Hoffman Community Meeting Room Policy

1. The James Kennedy Public Library has one meeting room which will seat 107 people auditorium style or 50 people conference style.
2. Organizations and individuals may use the meeting room to promote cultural, educational, civic and public informational meetings and activities.
3. Library programs take precedence over use by any other group.
4. This policy applies to all persons/groups using the community room.
5. All meetings held at the library must be free of charge. Groups and individuals may not sell merchandise, fundraise, solicit for later sales contacts or placement of orders, or charge admission fees. If groups offer materials in connection with study groups, conferences and similar events, they may accept donations to cover the cost of materials. *Exception: Events sponsored by the James Kennedy Public Library, the City of Dyersville, Friends of the James Kennedy Public Library, educational organizations charging a fee that covers materials and instruction involved in a purely educational endeavor, and local, county, or state library group meetings are exempt from the above restrictions.*
6. The Hoffman Community Room may be reserved during times that the Library is open. Gatherings may begin before or continue after the Library is closed, however the majority of the meeting should take place during hours the Library is open. If the room is to be used during hours the library is not open, the key must be picked up during library hours and / or returned via the book drop immediately following the use of the room. Special arrangements may be made for organizations to use the space during nonlibrary hours if a library staff member is a part of the organization and / or is willing to serve as the responsible party. In this case, the organization requesting use of the space may be asked to reimburse the library for the cost of staff wages.
7. Reservations will be made on a first come, first served basis. In fairness to the numerous groups in the community who may wish to use this facility, the Library will not accept more than two reservations from an organization at one time. Exceptions to this rule may be made on a case by case basis by the JKPL Art, Furnishings and Facility Committee. Exceptions will be considered where there is a significant need for advance planning by the organization wanting to make more than two reservations, AND there is a benefit to the Dyersville area community by allowing this exception.
8. Reservations may be taken over the telephone but a signed Meeting Room Reservation form must be received at the Library within 3 days in order to confirm the reservation. If a reservation form is not signed within that time, the room will be considered available for use by another.
9. Should it be necessary to cancel a meeting, notice should be given to the library as soon as possible.
10. Children under age 18 must be supervised at all times.
11. Groups using the Hoffman Room are responsible for any damage that may occur during their use. Costs will be billed to the person signing the reservation form.

12. Set-up and clean-up must be accomplished within the reserved time period.
13. Use of tobacco, e-cigarettes, vaping, or other similar products is not permitted in the building.
14. Use of alcoholic beverages is not permitted in the building. The Library Board may waive this restriction for adults-only events sponsored by the Library, the Friends of the Library, or other organizations on a case by case basis. Exceptions to this rule may be decided by the JKPL Art, Furnishings and Facility Committee. Requests to waive this restriction should be submitted to the Library Director at least one month in advance to ensure adequate time to make a decision.
15. Groups may have access to the kitchenette facilities. Groups using the kitchenette must furnish their own supplies such as eating utensils, coffee, sugar, towels, etc.
16. Meals or light refreshments may be served in the meeting room; however, with the exception of library sponsored programs, preparation of the food may not be done at the library.
17. Library supplies may not be used by groups using the room.
18. The responsibility for proper care of the facilities lies with the person signing for the reservation. Furniture should be left in the arrangement in which it was found unless other arrangements are made in advance with library staff. Broken or damaged materials must be replaced to the satisfaction of the Library. Should damage fees be assessed, they must be paid before using the Hoffman Community Room again.
19. The following items of equipment may be available for use in the Community Rooms:

dry erase white board	podium	projection system with DVD/Blu-ray
projection screen	refrigerator	microwave
coffee pot	electric kettle	popcorn popper
tables	chairs	

Items may be added or removed from this list at any time. Items from the Library of Things may also be used in this space. Arrangements for use of specific items should be made at the time the reservation is placed.
20. Persons interested in using the multimedia / projection equipment available in this room should refer to the Multimedia Equipment Use Policy.
20. Only films that are covered by the JKPL Movie Public Performance License or that are in the public domain may be shown in the library facility. Individuals or groups using the library's equipment to view a movie must check with a library staff member to verify that the film is covered before playing.
22. The Library's policy on **Conduct in the Library** also applies to use of the meeting room.
23. Anyone violating these provisions may be asked to leave and/or be denied future use of the facilities.