

## Meeting Room Policy

## Sioux City Public Library Policy

Board Approved: October 17, 1968

Revised: February 16, 2022

August 21, 2024

Library Mission:

**The Sioux City Public Library welcomes all people and provides equitable access to all resources and services.**

Adopted by the Board of Trustees, December 2022

The Meeting Room Policy is to encourage members of our community to connect and share ideas. The Sioux City Public Library has two meeting rooms and two small conference rooms available for public use.

### **The Aalfs Downtown Library**

529 Pierce Street • 712-255-2933 x2211

### **Morningside Branch Library**

4005 Morningside Avenue • 712-255-2924

### **Gleeson Room**

Seating capacity: 85 people theater style

### **Garretson Hall**

Seating capacity: 78 people theater style

### **The Security National Bank Conf Room**

Seating capacity: 12 people

### **Morningside Branch Conference Room**

Seating capacity: 8 people

Monday-Wednesday, 9:00 a.m. to 8:00 p.m.  
Thursday-Saturday, 9:00 a.m. to 5:00 p.m.  
Sunday, 1:00 to 5:00 p.m., between Labor Day  
and Memorial Day weekends

Monday-Wednesday, 10:00 a.m. to 6:00 p.m.  
Thursday-Friday, 10:00 a.m. to 5:00 p.m.  
Saturday, 9:00 a.m. to 5:00 p.m.

1. The meeting rooms will be reserved, on a first-come, first-served basis, subject to availability. All rooms are available to be booked using the online reservation system. A reservation form must be completed for each booking date. Reservations are confirmed once an email confirmation from the Library or copy of the reservation form is returned. If adverse weather conditions result in the closing of the Library, the meeting rooms will also be closed. Please call ahead if weather conditions are questionable.
2. Individuals or groups using the Meeting Rooms must comply with all Library policies. All meetings in the Garretson Hall and Gleeson Room are not guaranteed privacy, as this is a public meeting space. The meeting rooms are not soundproofed.
3. Use of the Library meeting rooms by the Library, the Board of Trustees, the Library Foundation, the Friends of the Library, and the City of Sioux City will be given priority.
4. Meeting rooms and conference rooms are only to be used for meetings or study. No private social events are allowed, (Examples of private social events are birthday parties, baby or wedding showers, graduation parties.) Meeting rooms/conference rooms are not available for business promotions, to sell merchandise or services, multi-level marketing groups (as defined through sources online), solicit for later sales, placement of orders or client contact by commercial business. Exceptions are programs or sales conducted by the Sioux City Friends of the Library, Sioux City Public Library Foundation, City Departments, or the Library Board of Trustees.
5. Rooms are available to non-profit corporations for free (defined as those entities granted tax-exempt status by the IRS under section 501(c)(3) or other tax exempt sections of the Internal Revenue Code), a candidate's campaign committee (as defined in Iowa Code §68A.102(5)), a political committee (as defined by Iowa Code §68A.102 (18), a nonprofit citizen's group that provides appropriate contact information, a governmental subdivision, or a department/division/bureau of a governmental subdivision.
6. For-profit organizations with a Sioux City address may use the Gleeson Room or Garretson Hall for a fee of \$35.00 per meeting. For-profit organizations that do not have a Sioux City address may use the meeting rooms for a fee of \$70 per meeting. Any fees must be payable prior to the event. Organizations may not charge admission fees other than membership dues. Exceptions may be made, at the discretion of the Library Director.
7. Meeting rooms are available for single meetings or programs but are not intended for use as a regular meeting place of a group or organization or for multiple day exhibitions or displays. Bookings will be accepted up to three months in advance. A maximum of five events at any one location can be scheduled to occur in any 90-day period. Use of a room on a standing or continuing basis is not allowed.

8. Refreshments may be served in the Gleeson Room and the Garretson Hall. Only beverages in covered containers are allowed in the Security National Bank Room and the Morningside Branch Conference Room. The Library has no food service equipment available for public use.
9. The responsible party must check in with the service desk before using a meeting room to assess the condition of the room and/or equipment before use. Access to meeting rooms is not available before the Library open hours. After the meeting, the responsible party must check out with Library staff to access and sign off on the condition of the room and equipment.
10. The responsible party is liable for the cost of damage repair to furniture, furnishings, equipment, and fixtures, or for special cleaning which is cleaning beyond normal vacuuming or trash removal. The Library will bill the responsible party for the cost of repairs and \$25/hour for special cleaning. The responsible party and organization they represent will be suspended from using any meeting room until after the repairs are paid for.
11. Attendees must leave the building at Library closing time. Groups will be billed \$25.00 for not vacating the room by closing time.
12. The Library, the Library Board of Trustees, or the City of Sioux City are not responsible for accidents, damage, or loss of individual property incurred by groups or individuals while using the meeting rooms. The Library cannot be responsible for property left in the Library.
13. An adult 18 years or older must be present at all times for meetings held in the Gleeson Room or Garretson Hall.
14. Any advertisement of a meeting being held in a Library meeting room must clearly identify the person, group or organization sponsoring the meeting, and must include a disclaimer to the effect that use of a Library meeting/conference room does not imply that the Sioux City Public Library supports the views espoused by the person, group or organization sponsoring the meeting, nor does it constitute an endorsement of that person, group or organization by the Sioux City Public Library. Printed materials and online postings shall not list the Library as a sponsor of an event or meeting unless previously authorized by the Library Director or designee.
15. Registration tables, announcements, and advertisements are not allowed outside of meeting rooms. Signage may not be attached to any wall or door in the meeting rooms.