

## Sioux City Public Library Policy

### Meeting Room Policy

Board Approved: October 17, 1968

Revised: February 18, 2015

Library Mission: The Sioux City Public Library connects people and ideas to empower and enrich our community.

Adopted by the Board of Trustees, June 2009

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 a small conference room available for public use.

Hours of availability are as follows:

**The Wilbur Aalfs (Main) Library  
Gleeson Room**

529 Pierce Street • 255-2933 x211  
Seating capacity: 85 persons theatre style

**Morningside Branch Library  
Garretson Hall**

4005 Morningside Avenue • 255-2924  
Seating capacity: 78 persons theatre style

**The SNB Conference Room**

Seating capacity: 12 persons

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

Monday-Wednesday, 9:00 a.m. to 8:00 p.m.  
(Meetings in the Gleeson Room may extend  
until 9:00 p.m. if arranged at the time of  
booking.)

Thursday-Saturday, 9:00 a.m. to 5:00 p.m.

Sundays between the Labor Day and Memorial  
Day weekends, 1:00 to 5:00 p.m.

1. The meeting rooms will be reserved, on a first-come, first-served basis, subject to availability, when a signed copy of the meeting room reservation form is returned to the Library. The person in charge of the meeting must sign the form, thereby agreeing to follow established guidelines. The SNB Room, which requires no set-up instructions, may be booked by calling the Library at 712-255-2933 x231.
2. A reservation form must be completed for each booking date. Reservations are confirmed once a copy of the reservation form is returned in person or an e-mail confirmation is sent from the Library. Bookings will be accepted up to twelve months in advance. 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.
3. Priority use is given to Library-sponsored events.
4. Meetings in the Gleeson Room and the Garretson Hall are not private and must be open to the public. Meeting rooms are not intended for personal social events. Meetings will be posted on the Library's web page. Organizations may not charge admission fees other than membership dues. Exceptions may be made, at the discretion of the Library Director, for educational courses.
5. There is no charge for not-for-profit organizations to use the room. 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.
6. Organizations are responsible 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 organizers for the cost of repairs and \$25/hour for special cleaning.
7. Attendees will need to leave the building at Library closing time. Meetings held in the Gleeson Room may extend up to one hour past closing time on weekdays if arrangements are made at the time of booking. Groups will be billed \$25.00 for not vacating the room by closing time if previous arrangements have not been made. Access to the Gleeson Room before 9:00 a.m. weekdays may be available if arrangements are made at the time of booking. The SNB Room and the Garretson Hall are available only during Library open hours (and not before the Library opens to the public).
8. Refreshments may be served in the Gleeson Room and the Garretson Hall. Beverages in covered containers are allowed in the SNB Room. The Library has no food service equipment available for public use.
9. 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.
10. Conduct in the Library Policy provisions apply.
  - Smoking or alcoholic beverages are not permitted.
  - Use of hazardous materials or open flames is prohibited.
  - Excessive noise that interferes with others' use of the Library is not allowed and may be cause for asking the group to leave.
11. The fact that an organization is permitted to meet at the Library does not in any way constitute an endorsement of that group's policies or beliefs. Groups may not use the Sioux City Public Library name in any way that implies Library endorsement or sponsorship of the group's activities.

## **Tips for use of the Library's Public Meeting Rooms**

### **Public WiFi and Audio Visual Equipment Preparation**

- Request meeting room equipment in advance of scheduled meeting, preferably when you make your reservation.
- Laptop computers are not provided by the Library.
- Users should test personal devices with the Library projector for compatibility and general use instructions. Some laptops may not be compatible with Library equipment.
- Apple products, particularly, require an adapter cord for use with the projector; that adaptor is not provided by the Library.
- Technical support personnel are not provided. Staff will turn on the requested Library equipment.
- Extension cords are not furnished by the Library. There are two electrical outlets in the Gleeson Room at the Main Library, at the front and back of the room.
- The Library offers free WiFi that is shared with all Library patrons. Connection speed or connecting to a particular site cannot be guaranteed.

### **Parking**

- At The Wilbur Aalfs (Main) Library, visitor parking is available in the parking lot (west of the Library) and on the street which is metered from 8:00 a.m. – 6:00 p.m. Monday through Friday.
- Parking in the downtown ramps is recommended for weekday meetings that will last more than one hour. The closest ramps are Rivers Landing located on the corner of Fifth and Douglas Streets and Dr. Martin Luther King Jr. Transportation Center located on the corner of Sixth and Nebraska Streets. Both ramps are connected to the Library via the skywalk system. More information on hourly rates and methods of payment can be found on [www.sioux-city.org](http://www.sioux-city.org).
- The Morningside Branch offers free parking in a surface parking lot west of the Library.

### **Cleaning**

To avoid special cleaning and damage charges, we recommend that groups avoid:

- Ø decorations that are taped to the walls.
  - Ø glitter and confetti.
  - Ø sprinkles.
  - Ø food or drink with dark coloring that may stain the tables or carpet (for example red punch).
  - Ø use of glue and tacks.
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- Only dry erase markers provided by the Library may be used on dry erase boards.
  - The Library has easels available on which to place posters or pictures that may be booked at the time of the meeting. No easel paper is provided.

### **Signs for Meeting**

- The Library offers a free standing sign post that may be used in the atrium of the Main Library or the Morningside Branch during the duration of your meeting. Sign posts may be requested prior to your meeting.
- Signs promoting or announcing meetings are not permitted on the outside of the Library buildings, outside doors or other locations inside the Library, which includes the doors to the meeting room.

### **Suggestions for Other Meeting Venues**

- Hotels, motels and restaurants
- The Sioux City Public Museum (712-279-6174)
- Western Iowa Tech Community College (712-274-6400)