

Sioux City Public Library Policy

Meeting Room Policy

Board Approved: October 17, 1968
Revised: March 13, 2019

Library Mission: **Creating opportunities for a lifetime of learning to empower and enrich our community.**

Adopted by the Board of Trustees, June 2016

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.

Hours of availability are as follows:

The Aalfs Downtown Library

529 Pierce Street • 712-255-2933 x2211

Gleeson Room

Seating capacity: 85 persons theater style

The Security National Bank Conf Room

Seating capacity: 12 persons

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.

Morningside Branch Library

4005 Morningside Avenue • 712-255-2924

Garretson Hall

Seating capacity: 78 persons theatre style

Morningside Branch Conference Room

Seating capacity: 8 people

Monday-Thursday, 10:00 a.m. to 6:00 p.m.

Friday and Saturday, 10:00 a.m. to 5:00 p.m.

1. The meeting rooms will be reserved, on a first-come, first-served basis, subject to availability, when a signed copy of the meeting room reservation form is received by the Library. The person in charge of the meeting must sign the form, thereby agreeing to follow established guidelines. Any fees must be paid prior to the event. The Security National Bank Room, which requires no set-up instructions, may be booked by calling the Library at 712-255-2933 x2231. The Morningside Branch Conference Room can be booked by calling the branch at 712-255-2924.
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 three 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. Use of the Library Meeting Rooms by the Library, the Board of Trustees, the Library Foundation, or the Friends of the Library, and the City of Sioux City will be given first 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. All meetings shall be open to the public and shall not be limited to the membership of the group or organization sponsoring the meeting. 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. 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.
6. 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. 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.
7. 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.
8. 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. The conference rooms and the Garretson Hall are available only during Library open hours. Refreshments may be served in the Gleeson Room and the Garretson Hall. 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 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. Individuals or groups using the Meeting Rooms must comply with all Library policies. An adult 18 years or older must be present in the meeting rooms (not the Security National Bank or Morningside Branch Conference rooms) at all times.
11. 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 shall not list the Library as a sponsor of an event or meeting unless previously authorized by the library director or designee.