

**MISSION STATEMENT**

*The Algona Public Library will act as a center to provide materials and services to help meet the informational and recreational needs of all patrons.*

**MEETING ROOMS**

In keeping with its mission, the Algona Public Library Board of Trustees provides public meeting rooms by mutual agreement to the following conditions. Contracts entered into by the Board for use of these rooms reflects neither approval nor disapproval of content.

1. Any group, association, or individual interested in promoting cultural, educational, civic or other activities which are consistent with the library's mission are encouraged to use the facilities.
2. Approval is granted for a single meeting or a series of meetings at the director's discretion.
3. Library, library related, literary, cultural, educational, and civic programs shall receive first consideration in scheduling of reservations. Library and library sponsored programs have priority over non-library events.
4. The Algona Public Library is a Smoke Free Facility.
5. Possession and consumption of alcohol is prohibited on the library premises unless prior permission is received from the Board. Organizations wanting to serve alcohol during a function at the library must personally make a request to the full Board, at a regularly scheduled meeting prior to the event, in order to receive approval. The Board shall only approve such request if the amount of alcohol to be served is minimal and adequate assurances are received by the Board that the serving of alcohol will be closely supervised by responsible adults. Smoking and/or controlled substances are prohibited on the library premises.
6. Candles, kerosene lamps or other flammable lighting devices may not be used in the meeting room.
7. Small children of attendees may not be left unattended during meetings. (See Parental Responsibility Policy).

8. An individual or group representative shall sign an indemnity agreement and shall be responsible for the proper use of the facilities, and pay for all damages beyond ordinary wear and tear.
9. Any individual or group representative requesting reservation of meeting rooms must complete and sign the appropriate forms, pay the room rental and damage deposit in separate checks. This must be completed during regular library hours BEFORE the meeting time.
10. The meeting room and rest rooms must be clean, and put back in order by the user. A library staff member will inspect the room(s) after each use. The damage deposit will be returned to the user by mail in a timely manner. The library reserves the right to keep any portion of the room deposit for cleaning.
11. A responsible adult must be present at all times during the use of the meeting rooms.
12. Rental for direct sales purposes is restricted and limited to non-profit organizations. Organizations wanting to hold such an event must personally present a proposal to receive full Board approval at a regularly scheduled meeting prior to the event.
13. Non-profit groups may charge a fee or collect memberships on the library premises. A for-profit group or organization may charge a fee if the primary purpose of the event is in furtherance of a primarily educational or other civic purpose, subject to Board approval.
14. The Algona Public Library, its Board of Directors, Staff or the City of Algona is not responsible for accidents, injury, or loss of individual property while the meeting rooms are in use.
15. Users should not attach any materials that will damage floors, walls, woodwork or any other library property. Nothing should ever be attached to the art exhibited in any of the rooms.
16. Food or refreshments are permitted in the meeting rooms.
17. Specific rules governing the use of the meeting rooms will be supervised by the Library Director or the Director's appointee.
18. These policies shall apply to all meeting rooms with the addition of those in regard to the supplementary role of Room A as the Gallery @ The Library.

Adopted: 7/01/91

Revised & Adopted: 2/21/96

Art Exhibit Adopted & Added to the Meeting Room Policy: 12/09/98

Reviewed: 12-08-99

Revised & Adopted: 1/09/02

Revised & Adopted: 9/14/05

Revised & Adopted: 2/8/06

Revised & Adopted: 9/10/08

Revised & Adopted: 5/12/10

Revised & Adopted: 10/22/14

### **GALLERY @ THE LIBRARY POLICIES**

The Gallery @ The Library at the Algona Public Library is available for the display of exhibits arranged by nonprofit organizations engaged in educational, cultural, or intellectual activities. Exhibits will be accepted from organizations with a 501(c)(3)-tax status, and from governmental agencies.

1. All exhibits and displays are to be approved by the Library Board.
2. Exhibits will normally be limited to one month period with definite dates established in advance.
3. Uses of the exhibit and display space that will materially and substantially interfere with the operation of the Library, such as uses that produce excessive noise, a significant safety hazard, or a significant security risk will not be permitted.
4. The exhibitor will be responsible for and will pay for any repairs to the Library property made necessary by the installation of the exhibit.
5. The exhibiting organization or artist is responsible for the installation and dismantling of exhibits as scheduled. They are also responsible for monitoring the exhibits as necessary.
6. Exhibitors are to follow the Meeting Room Policy. (see attached)
7. If the exhibit prohibits the renting of the Meeting Room by the Library during the course of the exhibit, the ensuing fees shall be:
  - a. Non-profit groups     \$25.00 per week
  - b. Private                     \$50.00 per week

8. All exhibitors must leave a damage deposit with a library employee before installing the display.
9. There will be no fee for Haggard-Twogood Charitable Trust sponsored exhibits.
10. Exhibitors may not use the room for direct sales and may not charge fees
11. Use of the exhibit room does not constitute Library endorsement of the viewpoints expressed by the exhibiting organization or artist.

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Reviewed: 12/8/99

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Revised & Adopted: 9/14/05

Revised & Adopted: 2/8/06

Revised & Adopted: 9/10/08

Reviewed: 5/12/10

Reviewed & Retained: 10/22/14