

SLPL Meeting Room Use

Revised: August 4, 2025

This policy supersedes all previous editions

Board Adopted: October 4, 2004

Meeting rooms and study rooms are provided to support the library's mission to provide access to a variety of cultural, educational and recreational needs and interests. When library spaces are not scheduled for library events, they may be made available to the public within the parameters set by this Meeting Room Policy.

The Meeting Room Policy establishes rules and procedures for the use of the library's facilities. Use of library meeting space by any group signifies acceptance of the terms of this policy.

Spirit Lake Public Library reserves meeting spaces on a first come, first served basis, giving priority to library events and programs and City purposes.

Individuals and groups using the meeting spaces must comply with all library policies.

General Guidelines

Meeting rooms and spaces are designed to meet general, non-commercial, informational, educational, cultural, and civic needs including activities such as workshops, discussion groups, lectures, and seminars.

Prohibited uses include:

- Commercial purposes unless part of an official library program
- Raising money
- Personal, private use such as birthday parties, receptions, or showers
- Meetings for which a fee is charged
- Tobacco/vape products, alcoholic beverages, open flames, and lit candles

Reserving Rooms

Reservations for meeting spaces can be made in person, online, or by phone for use during library open hours.

- Reservations for the **Community Room** are limited to four (4) reservations per month per group up to three (3) months in advance. A reservation form must be completed for each booking date and reservations are considered confirmed once an email confirmation from the library has been sent.

- Reservations for the **Proctor Room** are limited to an initial reservation of four (4) hours per day - which may be extended if no other requests have been made - and up to two (2) weeks in advance. Reservations for the Proctor Room are best made in person or on the phone due to the use of the room. Online reservations are accepted.
- Setup and clean up should be included in the time needed for the event when making a reservation and is the responsibility of the individual, group, or organization.
- Meetings should be scheduled to end fifteen (15) minutes prior to the time that the library closes to the public.
- The individual who reserved the room assumes responsibility for a group's use of the room.
- Priority will be given to library programs. The library may cancel or move a reservation if the room is needed for library purposes. Organizations will be given advanced notice in these instances.
- The library meeting spaces are available during library hours only, except by special permission of the library director or Board of Trustees.
- The library reserves the right to deny use of its facilities and limit frequency of use so as not to interfere with regular use of the library.

Using the Room

- Responsible parties must arrive no later than fifteen (15) minutes after the booking start time or they may forfeit the use of the room to another group. Access to the room outside of the reserved time cannot be guaranteed.
- Food and drink are allowed with the stipulation that the room users are responsible for cleanup. Group members are also responsible for the supervision of their children while using the room.
- At the end of the meeting, tables and chairs must be returned to the same position and in the same condition as they were found.
- Groups shall vacate meeting rooms promptly upon the reservation end time to ensure the room is available for the next group.
- The library is unable to store personal property, materials, equipment and/or supplies between meetings. The library is not responsible for property left in the library.
- Individuals, groups, or organizations who are unable to make their reservation should call the library to cancel. Any reservation not canceled with library staff is listed as a no-show. Three (3) no-shows within a calendar year may result in a suspension of meeting room privileges for up to three (3) months.

- The Library Director has authority to suspend an individual or group from using any rooms.

Library Endorsement

- Meetings held in the community room are to be considered public meetings and open to all due to both the nature of the designated use of the space and the layout of the building.
- Permission to use the library meeting spaces does not constitute library endorsement of the group or the views espoused by the group.
- Any advertisement of a meeting being held in a library meeting room must clearly identify the person, group or organization sponsoring the meeting and should include a disclaimer to the effect that the use of a library meeting room does not imply endorsement of the group or organization by the Spirit Lake Public Library.
- The Library Director, with permission of the Board of Trustees, reserves the right to make exceptions to these guidelines when necessary.