

Public Library Meeting Room Policy (For Profit/ Family Parties)

(Approved by the City Council of the City of South Sioux City 1-3-2024)

In accordance with the South Sioux City Public Library's goals and objectives, the meeting room, is first and foremost to be used to enhance library services to the citizens of South Sioux City and the surrounding area. The meeting room is for use of library staff to present library programs. When not in use for library activities, the meeting room is available for public gatherings. While the room is free of charge to nonprofit groups, all for-profit groups or private parties will be charged a fee: \$50.00 for each hour, the price stays the same for each additional hour, (example, If the room is used for 5 hours, the charge would be \$250.00).

The fact that a group is permitted to use the South Sioux City Library does not constitute endorsement of the group's policies or beliefs. The South Sioux City Public Library reserves the right to reject any application which, in its opinion, may endanger, in any way, the facilities, employees, or the public, or which is in violation of the laws of the State or County or the South Sioux City Ordinances.

Advance reservation of the meeting room is required. All requests to use the meeting room require that an application be filled out per use and signed by a responsible agent. The application can be obtained from the South Sioux City Public Library. The South Sioux City Public Library reserves the right to deny or revoke permission to use the meeting room to any group at any time.

A minimum payment of \$50.00 is required at the time of reservation. Upon payment, a copy of renter's ID will be made and a receipt for payment will be printed and provided for the renter. Any remaining balance will be paid no later than one day prior to reservation date. Failure to pay remainder of balance due will result in cancellation and refund of payments to date, with the exception of the minimum payment which will be forfeited.

Request for added time to current reservations may be added up to 1 day before reservation. Payment is required immediately after requesting additional hour(s). Additional time will not be added the day of reservation.

Availability of Meeting Rooms:

The Meeting Room will be available only during library hours. The Meeting Room will not be available one (1) hour prior to closing.

Meeting Room hours are Monday-Thursday 9am-7pm, Friday-Saturday 9am-4pm.

If the event is cancelled, the library must be notified as soon as possible so that this space may be made available to others. If the library is not notified of cancellation within 24 hrs. of the event, the minimum payment will be forfeited.

The library shall have the right to limit the number of meetings held by an organization in order to make space available to as many groups as possible.

Neither the name nor the address of the South Sioux City Public Library may be used as the official address of headquarters for any organization. No mail or shipments or materials will be accepted for organizations or individuals.

Neither the library nor its employees shall assume responsibility for any property of groups or organizations.

Food is permitted as long as the room is left clean. For any additional cleaning, other than routine service, the responsible party will be charged \$50.

Alcoholic beverages are not permitted in the South Sioux City Public Library without City Council approval. City ordinance Section 6-13.a. states the following: Smoking & tobacco products are not permitted at any time on library premises.

Youth shall be accompanied by an adult chaperone, at all times, who will be responsible for any damage occurring to the building and/or equipment. The hallway is not included as part of room rental. The hallway may only be accessed to use the restrooms.

Any damages during rental of the facility will be charged to the responsible party at replacement cost.

Groups booking the room shall be responsible for setting up and putting away equipment, such as tables and chairs, leaving the room neat and clean, and shall be responsible for replacing lost or damaged equipment (brooms, mops, dustpans, spray bottles). Meeting room furnishings and equipment may not be removed from the room, nor may any organization store their equipment/supplies in the building. The above must all be completed within the party's booked rental time.

The library will provide brooms and dustpans for groups to clean up the floor. Cleaning buckets and sponges are located under the sink for washing the tables. Extra garbage bags are located in the drawers of the sink area. All garbage must be taken to the outside dumpsters, located on the west side of the building, at the end of renter's event.

Groups shall not exceed the legal capacity (45) of the meeting room.

(Approved by the Advisory Board, revised January 3rd, 2024)