

Taylor Meeting Room Public Policy



1. The meeting room and equipment of the library will be made available for a small fee to entities that promote cultural, educational, civic, community, or recreational activities. Such use will be permitted only when the user does not interfere with or disrupt the library. Use must be consistent with state law and will end no later than midnight. It is within the discretion of the Board to allow for-profit entities to use the library. The board reserves the right to deny library use to any group.
2. Application for use of the Taylor Meeting Room is made through the library office (641-747-8110) or our webpage at <http://www.guthriecenter.lib.ia.us>.
3. A fee of \$25.00 per use of the Taylor Meeting Room will be charged, except for *Nonprofit Groups or Organizations for Educational Services*. There is a limit of 40 people in attendance. (The Meeting Room seats 25 with a classroom setup and 40 with chairs only.)
4. The meeting room will be available 15 minutes before and after the reservation requested time if more setup time or tear down is needed, it needs to be requested in your reservation, or contact us for more information. (Example reservation 9:00 am to 11:00 am access to the meeting room will be set to 8:45 am)
5. Exterior Door Code access will be assigned to each reservation and set up fifteen minutes before reservation time unless otherwise specified in the reservation request. When leaving the meeting room and the library is closed it **is your responsibility to LOCK the exterior door**. (Press the lock button in the bottom right corner)
6. Library programs will be given priority in the reservation of rooms.
7. Programs may not disrupt other patrons of the library. People attending the meetings are subject to all Library rules and regulations. No smoking or alcoholic beverages will be allowed in the library. No cooking facilities are available, but food may be served (only in the meeting room).
8. Library facilities must be left in a clean and orderly condition. Users must pay the cost for the repair of any damage to facilities. The library will not be responsible for materials or equipment left in the building by users.
9. The library reserves the right to revoke meeting room privileges at any time.
10. Permission to use the library facilities does not constitute an endorsement of the users by the Library Staff or Board.

Updated: Oct 2024

Reviewed & Approved: 10/28/2024

Taylor Meeting Room Public Policy



Taylor Meeting Room Application

Event Date _____ Beginning time (**including setting up**) for the event: _____

Ending time (**including clean up**) _____

Name of Organization making application: _____

Name of Person making application: _____

Contact phone number: _____ Alternative phone: _____

Contact email: _____

Mailing Address: _____

Purpose or name of event: _____

Number of people expected: _____

Type of setup needed: _____

Meeting room requested: _____ Small Library Room (Free)

_____ Taylor Meeting Room (Large) **FEE: \$25**

No Fee for Non-Profit Organizations or Educational Services

Method of payment: Cash ____ Check ____ Paid ____ Unpaid ____

I acknowledge that I have read and agree to adhere to the Mary J. Barnett Memorial Library Meeting Room Policy. I understand that I am responsible for any costs and/or damages that occur to the room, its contents, and furniture or equipment, beyond normal vacuuming and trash removal. Additionally, I acknowledge that I am responsible for returning the room to its original configuration.

Signed: _____ Date: _____

Send payment to:

Mary J. Barnett Memorial Library

Door Code: (last four digits of phone#) _____

400 Grand St.; Guthrie Center IA 50115

Email: mjblib@guthriecenter.lib.ia.us

Today's date: _____

Staff: _____

641-747-8110

Updated: Oct 2024

Reviewed & Approved: 10/28/2024