



Williamsburg Public Library
300 West State Street
Williamsburg, IA 52361

Williamsburg Public Library: Meeting Room Policies

Description of Meeting Rooms Available



Meeting Room A (large): 918 square feet; with 12 tables and 34 chairs. Audio-Visual includes: motorized screen, window blinds, and ceiling-mounted projector. Kitchenette includes: a counter, refrigerator, and sink available; please note that a microwave is not available.

Meeting Room B (small): 447 square feet; with 8 tables and 25 chairs. Audio-Visual includes pull-down screen and window blinds and projector cart.





Williamsburg Public Library
300 West State Street
Williamsburg, IA 52361

1. Types of Meetings

The Williamsburg Public Library provides meeting rooms for community groups' civic, cultural, educational, and public information meetings. Meeting rooms are not available for the sale of merchandise or order placement. The Library does however reserve the right to allow sales conducted by and for the Friends of the Library, Williamsburg Library Foundation, or official library programming. Meeting room reservations can be made during Williamsburg Public Library hours of operation. Any charges must be paid by check or cash in full at the time the room reservation is made.

2. Rental Fees

The rental fee is retained by the Library covers routine cleaning, maintenance, and administrative costs associated with use of the meeting rooms.

In addition to this fee, groups are responsible for returning the room to its original condition. **If damage to walls, furnishings, equipment, flooring, or any portion of the facility occurs, the responsible party will be billed for the full cost of repair or replacement.**

Failure to remit payment for damages may result in loss of future meeting room privileges.

Room	Non-Profit Organizations (Civic & Community)		For-Profit (Business & Private Events)	
	2 hours	4 hours	2 hours	4 hours
Meeting Room A (Large)	\$25	\$50	\$50	\$100
Meeting Room B (Small)	\$15	\$30	\$30	\$60
Group Definitions	Groups that serve a public, educational, civic, or charitable purpose and do not charge admission or operate for profit.		Groups or events that are commercial, revenue-generating, or private in nature and not primarily intended as open community or civic gatherings.	
Need more time? Additional hours can be added only in 2- or 4-hour blocks, subject to availability. Extended time will be charged at the corresponding block rate				



Williamsburg Public Library
300 West State Street
Williamsburg, IA 52361

Upstairs study rooms are free during library hours. Government entities may use the meeting rooms at no cost but are still required to fill out contact information along with following the responsibilities of meeting room users.

Cancellations must be reported at least 24 hours in advance of the meeting start-time, by the contact person on file (only). Meeting reservations canceled with less than 24 hours' notice will forfeit fees paid for that date. Repeat cancellations with less than 24 hours' notice may result in loss of meeting room privileges.

3. Responsibilities of Meeting Room Users

- a. It is the responsibility of the user group to:
 - i. Set up chairs and tables as needed and to return the meeting room to its original condition before leaving.
 - ii. Floor is picked up and vacuumed before leaving (vacuum located in Meeting Room A).
 - iii. Groups are also responsible for leaving the library restrooms as clean after use as they were prior to the meeting.
 - iv. All refuse must be put in the provided garbage bag, taken from the room, and deposited in the library's outside dumpster.
 - v. Sink and counter in the kitchen area are wiped clean, and any items are removed from the refrigerator.
 - vi. All personal items have been removed.
 - vii. The building is secured, and the key card is returned in the outside library drop box if applicable.
 - viii. Groups are strongly encouraged to take time-stamped photos of the room before and after their event for their records. Additional charges may be assessed if damage is discovered following use of the facility.
- b. No materials may be attached to walls, doors, ceilings, windows, or furnishings. This includes, but is not limited to, tape, adhesive strips (including 3M or Command™ products), hooks, nails, tacks, staples, putty, or any mounting devices.
 - i. Recently painted surfaces are especially susceptible to damage. Adhesive products may remove paint and drywall when removed. Any damage to walls or surfaces will result in repair charges, including repainting if necessary.
- c. Open flames on candles or other decorative pieces are not allowed.
- d. No alcohol, tobacco, or controlled substances may be possessed or consumed on the premises. Smoking is not permitted in any area of the building.
- e. Children or youth groups using the meeting room are required to provide on-site supervision by at least one adult (age 18 or older).



Williamsburg Public Library
300 West State Street
Williamsburg, IA 52361

- f. Reservations must be made in advance. Library programming is given priority scheduling in the meeting rooms. Reservation requests must be made in writing on the application form provided, and will not be confirmed on the calendar until payment is received for the reservation. Scheduling will be on a first-come, first-served basis. The person signing the form is the responsible party and shall be held accountable for damage to the facility, furnishings, fixtures, or equipment. The person signing the form shall be the contact member for the group.
- g. Groups that meet every month must be paid each month before the meeting. If the group wishes to pay more than one rental fee at a time within a six-month period, it must be as a separate check for each reservation as refunds cannot be given.
- h. Meeting Times. Meetings may be held between the hours of 8 am and 9 pm.
 - i. If a meeting is scheduled outside of normal library operating hours, a preprogrammed key card must be picked up during regular library hours prior to the meeting date.
 - ii. After the meeting, the room must be cleaned, the building secured, and the key card placed in the library's outside drop box.

4. Audiovisual

Audiovisual and other equipment is available. Equipment should be reserved at the time of the reservation request. **If the instruction for equipment is required, a representative of the group must set up an appointment with a library staff member in advance of the meeting date.** Library staff will not be available for technical assistance outside of normal library hours.

5. Kitchenette Use

Meeting Room A has a counter, refrigerator, and sink available. The sink and counter must be wiped clean, and all items removed from the refrigerator after use.

6. Library Responsibilities

- a. The Library does not assume any liability for injuries to persons, theft, or damage to personal property that occurs as a result of allowing a group or organization use of its meeting rooms. The group or organization shall agree to release and hold harmless the library from any liability that may occur as a result of said use.
- b. The Library takes no responsibility for any items left in the meeting room. Items found by library staff will be placed in the Lost and Found.
- c. Use of the meeting rooms does not imply endorsement of ideas expressed in the meetings or of the goals and objectives of the renting group or organization.
- d. The Director reserves the right to make final decisions regarding the use of the meeting room in exceptional circumstances that may arise. These decisions will align with the library's mission, policies, and community needs.

Approved by the Library Board of Trustees August 8, 2011