

VOLGA PUBLIC LIBRARY
Volga, IA 52077
Meeting Area Use Policy

Meeting room/area of the Volga Public Library are designed to meet general informational, educational, cultural, and civic purposes. Use of the library's meeting room/area does not constitute library or City of Volga endorsement or approval of viewpoints expressed by participants in the program.

II. Meeting Areas Use Guidelines

- A. Meeting rooms areas are available for the public on a first-come, first-served basis and reservations for use at times that do not conflict with daily operations of the library or library programming
- B. Meeting areas are primarily for nonprofit use, non-commercial, and not promoting religious or political organizations. Exceptions may be made for meetings that may have a positive impact on economic development in Volga.
- C. All nonprofit meetings shall be open to the public and not limited to membership of the group or organization sponsoring the meeting
- D. Programs and promotion of library services or by the City of Volga for City-sponsored events will have priority for meeting area use. Meeting areas may not be reserved exclusively for exhibition or display purposes
- E. No solicitation for future sales is permitted without prior approval by Library Board
- F. Reservations may start no less than 30 minutes before the library's closing time
- G. Meeting areas may be reserved for a maximum of three (3) hours unless Prearranged
- H. An individual or group may have up to three reservations scheduled at a time
- I. Refreshments are welcome. Cleaning equipment is provided for user(s)

III. User Responsibilities

- A. Any materials promoting an event or meeting held in a library meeting area (for example, flyers or posters) may list the Library as the location but may not imply Library sponsorship, unless pre-arranged as a co-sponsored event with the library.
- B. Library property stored in the meeting area, including chairs, shall not be removed or transferred to other areas without prior approval from staff
- C. Reservations will be held for fifteen minutes after the beginning of the session reservation and will be canceled if the individual or group does not check in for the reservation in that time frame
- D. Set up and tear down are the responsibility of the user.

E. After a meeting, the user should leave the room in its standard arrangement, clean and ready for future use. Remove any trash containing food or beverage products.

F. Music or other audio should be limited in volume so as to not disturb other library users.

G. Meetings will not generally be scheduled before or after library hours

H. Group representatives may not enter library building or other meeting areas, nor will deliveries be accepted, before regular library hours

I. Individual placing the reservation request is responsible for all reasonable repair or replacement cost for damage to the facility space, fixtures, or equipment utilized during the reservation

IV. Non-Qualifying Meeting Area Uses

A. Political campaign purposes (political forums and listening posts are permitted)

B. Weddings, showers, reunions or individual/private parties, banquets

C. Commercial use where personal or business profits are the chief aid of the meeting

Please note:

The Volga Public Library does not discriminate or condone discrimination against any person on the basis of race, religion, sex, sexual orientation, gender identity, housing status, ability or ethnicity. Granting permission for meeting room/area does not constitute endorsement of any group's, or affiliated groups', viewpoints. Iowa's Civil Rights laws forbid discrimination on the basis of race, sex, sexual orientation, gender identity, national origin, religion, or disability.

Terms of use may not apply to library or City of Volga events.

The library reserves the right to refuse use of the room/area to individuals or groups who do not adhere to library policies or meeting room terms of use or are disruptive to normal library operations.

The Library Director or designee shall have final authority regarding use of the library meeting room/area.

Adopted 2022

Revised and Approved April 2025