**Sergeant Bluff Public Library**

**Meeting Room Policy**

The Sergeant Bluff Public Library offers free use of its public meeting room space for meetings and programs that serve an educational, cultural, or civic purpose.

To reserve a meeting room, please contact the library at least 24 hours ahead, at 712 943 READ (7323).

Meeting room use is for not-for-profit use by outside groups. No sales parties.

A donation to the library is strongly encouraged.

Business organizations, fee based services and private parties may use the room at the rate of $25/hr. during normal library business hours, or a rate of $35/hr. after business hours for additional staffing.

The meeting room has a large Smart TV that groups can use, tables and chairs for up to approximately
30 people, and WIFI access for laptop use.

Please leave the meeting room as you find it. Wipe tables down and throw trash in the large garbage can. Users are responsible for damages and cleaning. Room set up and cleanup is the responsibility of each group even if you are paying for use of the room.

There is a kitchenette with a sink, stove and microwave that can be used. If you need to use a
refrigerator, please let us know when you are reserving the room.

Patrons may use the meeting room as a quiet study space if no one has reserved the room for the time
they need. Please call ahead to ensure room is available.

Revised: March 24th, 2023

Board Approved: April 19th, 2023