**Sergeant Bluff Public Library**

**Meeting Room Policy**

*This policy provides guidelines for use of public meeting room space.*

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.

Patrons may reserve a meeting room by contacting Sergeant Bluff Public Library at least 24 hours in advance. They may reserve a room in person or contact a staff member by phone at 712-943-7323.

* Charitable organizations may use meeting room space free of charge for not-for-profit ventures. Sales parties are not allowed. A donation to the library is strongly encouraged.
* Business organizations, fee-based services, and private parties may use public meeting room space for a rate of $25 per hour during normal library business hours OR a rate of $35 per hours if the gathering is held during after-business hours.
* Patrons may use the meeting room as a quiet study space if the room is not already reserved the room for the needed time. Patrons should call ahead to ensure room is available.

**ROOM AMENITIES**
The meeting room offers the following amenities included with use of the room:

* a large smart TV
* tables and chairs to seat approximately 30 people
* wifi access for laptop use
* access to a kitchenette with a sink, stove, and microwave

PLEASE NOTE: If refrigerator space is needed, kindly indicate when reserving the room.

**ROOM USAGE GUIDELINES**

Whether individuals/organizations use the space in a paid or unpaid situation, room set up and cleanup is the responsibility of each group. Users are also responsible for damages. Please leave the meeting room as you find it, wipe tables down, and throw trash in the large garbage can.

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