



Carnegie-Evans Public Library
203 Benton Ave.
Albia, Iowa 52531
<https://www.albia.lib.ia.us>
1(641)932-2469



Purpose

The Carnegie-Evans Public Library provides public access and reservation of its Reading Room and Community Room (hereinafter “public meeting spaces”) for use by individuals, community groups, and organizations to further the Library’s mission statement in serving as a “community hub by providing a broad range of media, programs and technologies to encourage life-long learning, literacy in all its forms, curiosity and imagination.”

This policy is not all-inclusive. Meeting requests that do not clearly fall into categories or situations as outlined in this document will be reviewed by Library Administration. Should the Library deny a request by an individual, organization or entity or receive complaints regarding a individual/organization/entity’s use of the Library’s public meeting spaces, the Library Board shall be the final authority in granting or refusing permission to utilize the space. Individuals/organizations/entities may submit a written appeal to the Library Board of Trustees. Use of the Library’s public meeting spaces does not imply sponsorship or endorsement of user or users’ beliefs by the Carnegie-Evans Public Library.

Scheduling and Use Priorities

1. Library meetings, programs, including activities of Friends of the Carnegie-Evans Public Library
2. City of Albia meetings, programs, and activities
3. Monroe County meetings, programs and activities
4. General Public Use

General Public Guidelines for Meeting Room Use

The library’s public meeting rooms are generally available for educational, informational or cultural meetings and activities during normal operating hours.

All individuals/organizations/entities that reserve the library’s public meeting space agree to use it responsibly and clean up after themselves.

The calendar accessible on the library’s website at: <https://www.albia.lib.ia.us/events> will reflect current reservations or events. Library staff reserves the right to limit the length and number of events occurring in the library. Reservations may be made over the telephone or electronically if technology is available.



Carnegie-Evans Public Library
203 Benton Ave.
Albia, Iowa 52531
<https://www.albia.lib.ia.us>
1(641)932-2469



All meetings are considered open to the public. The Reading Room is an open book shelf room and not a private room. The Community Room can be reserved and the door closed but doors must remain unlocked during use. Library staff reserve the right to enter the Community Room during reservation for any operational need.

Public Meeting Space use is free but donations are accepted.

Library reserves the right to cancel reservations for any business reason and/or authorized reason pursuant to its policies.

Library public spaces shall not be reserved for commercial purposes. For-Profit entities may use the space for general meetings/trainings or informational forums only. Commercial activities of a For-Profit individual/organization/entity including, but not limited to, selling services, selling merchandise, soliciting sales, placing orders, exchanging monies shall not be permitted unless that commercial activity is incidental to an authorized library program and is not the primary goal or outcome of the reservation and is authorized by Library Administration.

Non-Profit entities may use the space for general meetings/trainings or informational forums. Limited fundraising activity may be permitted in the library if it furthers the mission of the library, is not disruptive of the operation of the library and is authorized by Library Administration.

Unauthorized use of the Library or City's logo, address, contact information, or branding to indicate sponsorship is strictly prohibited.

Responsible food and beverage use is permitted in the public meeting spaces. All remnants of food and beverage must be removed to the exterior trash receptacles to avoid attracting pests. Failure to adhere to responsible food and beverage use may result in loss of food and beverage privileges.

After use of public meeting spaces, floors should be cleared of all debris as necessary. Reservation times are firm, and should include any clean-up/set-up time. Meetings must end at least ten (10) minutes prior to when the library closes to allow adequate time for group to clean up and staff to vacate.

Furniture must be returned to original placement.



Carnegie-Evans Public Library
203 Benton Ave.
Albia, Iowa 52531
<https://www.albia.lib.ia.us>
1(641)932-2469



Groups who fail to vacate the building in a timely manner may lose future meeting room privileges.

Library audiovisual equipment is available for use in all meeting rooms. Individuals/organizations/entities assume responsibility for proper use of equipment. If use of equipment is required, it must be indicated at the time the room is booked. Library staff can assist in troubleshooting of library-owned equipment only, not personal devices or equipment. Individuals/organizations/entities must arrange to test equipment prior to reservation time. Library staff is not responsible for equipment not working properly. Individuals/organizations/entities planning to utilize the library's equipment are welcome and encouraged to schedule an appointment in advance of their scheduled meeting with staff to preview meeting area sound/technology accommodations OR test personal devices with library space/equipment.

No public exhibitions, displays, or signage are permitted without approval of Library Administration. This includes directional signage posted outside meeting room doors or in the library's lobby.

Meeting Rooms may be scheduled at 90 day intervals and up to 90 days in advance.

Notice of cancellation of reservations is appreciated. Failure to attend after reservation may result in removal of future reservations for group or entity.

Walk-in reservations are accepted based on availability.

Library staff reserves the right to impose time limits on use of public meeting space if there is significant demand and limited space available. Library staff reserves the right to capacity limits for use of the public library space.

Conduct and Liability

For each reservation a Responsible Party must be identified and a valid address and telephone number provided. Individuals/organizations/entities reserving and using the public library spaces are responsible for any damage to the library or its equipment.

The Carnegie-Evans Public Library Board of Trustees, Library staff, or the City of Albia are not responsible for accidents, injury, or loss of property while using the library's public meeting,



Carnegie-Evans Public Library
203 Benton Ave.
Albia, Iowa 52531
<https://www.albia.lib.ia.us>
1(641)932-2469



spaces. Conduct within library public meeting spaces is maintained with established library policy. **See Patron Conduct Policy No. 2022007.** Violations of any part of this policy may be considered grounds for loss of future library public meeting space area privileges.