

Please read the Conference/Community Room Guidelines & Policy before completing the application form, as you are agreeing to the policy when you sign the form. The application may be submitted in person, by mail (921 Washington Ave., Iowa Falls, IA 50126) or via email ([amandas@iowafalls.lib.ia.us](mailto:amandas@iowafalls.lib.ia.us).) To confirm your reservation and hold your date, a deposit is also required.

Today's Date \_\_\_\_\_

Room Requested:      Community Room                    Conference Room

Date of Event for Room Rental: \_\_\_\_\_

Start Time (allow for set-up) \_\_\_\_\_ End Time (allow for tear-down) \_\_\_\_\_

I acknowledge that I can only have access to the room during library operation hours. I cannot access the room any day prior to the reserved date. I can only access the room for set up and tear-down during library operating hours, not before or after. I will be out of the room no later than 15 minutes before closing time. I will notify all parties in my group of this policy. \_\_\_\_\_ **Initial**

Name or Name of Organization: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Name of Responsible Party: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

I have read the Conference/Community Room Policy & Guidelines and agree to abide by it. I realize that if I wish to cancel my reservation, I will call within 24 hours of the reserved date or my deposit will be held as a donation to the Robert W. Barlow Memorial Library. I also realize that if I have not picked up or made arrangements for my deposit within two weeks after the rental date, my deposit will be considered a donation to the Robert W. Barlow Memorial Library.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_**For use by Library Staff:**

Date the room was requested: \_\_\_\_\_

Date application sent to patron: \_\_\_\_\_ Sent via \_\_\_\_\_

Date application received: \_\_\_\_\_ Deposit received: yes no Date: \_\_\_\_\_

Notes: \_\_\_\_\_

Room Fee Paid: Yes No Date: \_\_\_\_\_

Room Inspected Date: \_\_\_\_\_ Time \_\_\_\_\_

Deposit Returned Date: \_\_\_\_\_ via \_\_\_\_\_ Initial \_\_\_\_\_

A signed application and deposit (community room only) must be received within two weeks of the request to confirm the reservation. Reservations must be made by an adult who will be responsible for any damage incurred to the building or equipment and must be in charge of any children/minors under age 18 attending the meeting/event. If the application & funds are not received within two weeks, the date is open again for reservation. The deposit for either room must be received to confirm the reservation. If the date requested is less than two weeks out, the signed application and deposit must be received within 48 hours of the request to confirm the reservation. **If you wish to cancel your reservation, you must call within 24 hours of your reserved date or your deposit will be held as a donation.**

Upon arrival, you must check in with the circulation desk. Rental fee must be paid at that time before usage of room. Upon departure, report any spills or maintenance issues to the circulation desk. Bring garbage to the desk for disposal. You may pick up your deposit check at this time, after the staff has checked the area. **If your deposit funds/check is not picked up within 2 weeks or arrangements have not been made regarding the deposit, the deposit will be considered a donation to Robert W. Barlow Memorial Library**

### Fees to Rent Rooms

Business/For Profit Organizations

Community Room - \$50.00 (deposit \$25)

Conference Room - \$30.00 no deposit

Non-Profit Organizations/Family Gatherings:

Community Room - \$25.00 (deposit \$25)

Conference Room - \$10.00 no deposit

### Guidelines for Use

- All events at library held in the Conference or Community room are held to all guidelines in accordance with established library policy. See Library Conduct policy. **THERE IS NO SMOKING ON LIBRARY PROPERTY, INCLUDING THE PARKING LOT AND SIDEWALKS NEXT TO THE BUILDING.** Patrons may smoke on the city's sidewalks next to the city streets.
- The meeting room is available to individuals, businesses, community groups and organizations. Use of the meeting rooms does not constitute the Robert W. Barlow Memorial Library or the City of Iowa Falls endorsement of viewpoints expressed by the participants in the program. Advertising or announcements implying such endorsements are not permitted. Any publicity by organizations using the rooms, independent of library sponsorship, may not include the library's telephone number, email or website. Announcements are not to be posted on the library's social media sites. No signage may be used on the exterior of the building or outside of the rooms with the exception of directional signs.
- Political candidates and their staff may use the rooms at the non-profit rate. Any elected official wishing to use the use rooms for a town hall meeting or public forum, including city council meetings and official city meetings, will not be charged a deposit or fee. If the elected official is using the room to fundraise or feature political candidates, the non-profit rate would then be applicable.
- The Conference/Community rooms may not be booked on a regular basis for more than one use per week by any group or individual; or upon special discretion given by the director. The Conference/Community room is not available for use during scheduled Library Trustee and/or Friends of the Library meetings, library programs, city council meetings or any other official city meeting. The Community room is not available on general or special election days due to voting use. The teen room may not be reserved for meetings or gatherings.
- A 50" flat screen Smart TV and a projector and screen are available for use by anyone who is renting the Conference or Community rooms. Also available for use is a Chromecast device, HDMI cables and a DVD/Blu Ray Disc Player. The media equipment may not be used outside of the library. Presenters using meeting room equipment are expected to have a basic knowledge of their use. Staff cannot provide in-depth training but will answer basic questions concerning the equipment. To check out any of the media equipment, a valid driver's license must be left at the circulation desk. The driver's license will be returned when the media equipment is returned to the circulation desk. The media equipment must be brought back to the circulation desk to be checked back in. It may not be left in any of the rooms following an event.
- Bounce houses, inflatable slides and games, including ball pits, contact sports games and mazes are PROHIBITED inside the library meeting rooms or on the library grounds.

### Responsibilities

- The City of Iowa Falls and The Robert W. Barlow Memorial Library Employees and Board of Trustee Members are not liable for any claims arising from use of the facilities and are not responsible for accidents, injury or loss of property while using the Library's meeting and study rooms.
  - The use of the rooms can only be rented during library operating hours. The event must be finished and cleaned up **15 minutes prior to library closing time.**
  - Food may be brought in, but no food preparation may be done in either room. No alcohol is allowed at any time. Controlled substances and smoking are not permitted.
  - Materials or equipment owned by an individual or group may not be left or stored at the library. The library will not be responsible for any material left in the library.
  - No materials or property shall be moved in or attached that will damage floors, walls or woodwork. Each group is responsible for setting up the room and returning it to its original arrangement. All tables must be put down and all chairs stacked. Please clean tables, countertops, sink and floors (vacuumed) as needed. The room must be returned to its original condition immediately following use. Cleaning supplies are available in the rooms. Please bring trash in garbage bags to the circulation desk when checking out. Please ask the staff if you need extra garbage bags or cleaning supplies. **Failure to do any of the above will result in a forfeiture of your deposit.**
- Revised 6/3/2019, 01/03/2022