

Davenport Public Library Meeting Rooms Policy

The Davenport Public Library Board of Trustees establishes this policy to govern use of meeting rooms in support of the Library's mission.

1. Primary use of the meeting rooms is for Library activities and meetings.
2. When the meeting rooms are not in use for Library purposes, rooms are available on a first come, first serve basis.
3. Meeting rooms may be booked up to 90-days in advance. There is an initial limit of two bookings per month, per person or group. Up to 30-days in advance, a person or group may book unlimited times. Same day or walk-in requests are allowed if space is available.
4. With the exception of same-day requests, requests must be made in advance and the person responsible for the group must agree to the terms and conditions of the room booking.
5. Groups are expected to see that members and guests adhere to all Library policies, including the Behavior Policy.
6. There is no fee to use the meeting rooms for nonprofit and not-for-profit groups or organizations that are free and open to the public. A group does not need to be registered as a 501(c)3 organization.
7. There is an hourly fee of \$25 per hour due the day the room is used for the following uses considered commercial:
 - a. Meetings of profit-making groups or businesses;
 - b. Meetings that are closed to the public (interviews, depositions, etc.) or restricted to members of a particular group;
 - c. Meetings where products or services are promoted or sold;
 - d. Meetings where money is collected through sales or donations;
 - e. Fundraising events other than those sponsored by the Library;
 - f. Private celebrations or parties.
8. No alcoholic beverages may be served or consumed. Use of tobacco/nicotine products, including vaping, is not permitted in accordance with the Tobacco/Nicotine Free Policy.
9. Room set up and take down is the responsibility of the group using the meeting room and shall be left clean, in the default set-up, and ready for the next user. Library employees are not available to assist with set up or take down. Groups are expected to book adequate set up time and take down time when reserving meeting rooms. Rooms must be left clean, in the default set-up, and ready for the next user.

10. Someone at least 18 years old must be present at all times and provide adequate supervision for minor children.
11. Attendees shall observe posted maximum occupancy limits. Groups are financially responsible for any damage to or loss of library property or equipment. Misconduct, rowdy behavior, or damage to library property is grounds to refuse meeting space and may cause the immediate termination of the meeting or event at the discretion of the Library Director or designee.
12. Groups that show a pattern of reserving meeting rooms and then not making use of the room may lose access to the meeting rooms. If a meeting is cancelled, the group is responsible for cancelling the reservation at least 24-hours in advance unless the room was booked the same day.
13. Permission to use the meeting rooms does not imply endorsement of, or agreement with, the purpose(s) of or the expressions of such individuals or groups by the Library Board of Trustees or Library employees.

Adopted by the Davenport Public Library Board of Trustees: 08/10/1972

Reviewed/Revised: 10/1985 | 05/15/1986 | 10/29/1987 | 07/23/1992 | 09/30/1993 | 03/23/1995 | 07/24/1997 | 05/21/1998 | 04/22/1999 | 03/22/2001 | 03/21/2002 | 03/20/2003 | 06/15/2004 | 12/18/2007 | 06/21/2011 | 02/18/2014 | 07/19/2016 | 10/15/2019 | 10/19/2021 | 09/20/2023