

Davenport Public Library

Use of public meeting rooms

1. Primary use of the meeting rooms is for library activities and meetings. When the rooms are not in use for Library purposes, they are available on a first come, first served basis to any non-profit organization*. No fees will be charged.
2. Room requests must be made in advance.
3. If availability allows, individuals may make same-day requests to use meeting rooms. No fees will be charged.
4. The general public must be eligible to attend, without charge, all meetings held in the Library meeting rooms. No goods or services may be sold.
5. Each organization will be expected to see that its members and guests conform to standards of good behavior and all library behavior policies. The organization shall leave the room in order and must agree to be financially responsible for any damage to or loss of Library property or equipment. Misconduct, rowdy behavior or damage to Library property will be grounds to refuse meeting space to the organization and, at the discretion of the Director or designee, cause for the immediate termination of the meeting or event.
6. Permission to use the meeting room does not imply endorsement of, or agreement with, the purpose(s) of or the expressions of such individuals or organizations by the Library, the Library Board, or its Staff.
7. Organizations 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 organization is responsible for cancelling the reservation.
8. Organizations are allowed to reserve and use only designated meeting rooms.

* an organization does not need to be a 501c3 registered not-for-profit organization

Adopted by Board of Trustees: 8/10/72

Revised: 10/85,5/15/86,10/29/87,7/23/92,9/30/93,7/24/97,4/22/99; 6/21/2011, 2/18/14, 10/15/19, 10/19/21

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