



## **POLICY: Use of Meeting Spaces**

### **Purpose:**

To establish rules for the use of library spaces for non-library events.

Fees for the use of library meeting spaces are listed on the library's website where meeting spaces can be reserved. The library's Board of Trustees sets the fee schedule and periodically reviews the fees to ensure that they are consistent with the library's mission of making the library accessible to all members of the community.

### **Statement of Policy:**

The primary purpose of the library's meeting spaces are for library programs. When not in use for these purposes, library meeting spaces are open to organizations engaged in educational, cultural, intellectual, charitable, religious, or political activities and shall be available on "an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use" ("Meeting Rooms, Exhibit Spaces, and Programs," American Library Association). The library shall control the time, place, and manner of use of its facilities, provided those arrangements do not discriminate against users' or presenters' origin, age, background, or views. Users are responsible for leaving the meeting room in the same condition in which it was found, including cleaning up and removing all materials following their program or event.

#### *Large Meeting Rooms*

- The library's Community Room, Conference Room, and Activity Room are designed to accommodate group programs, meetings, and events, both during and after the library's regular operating hours.
- Programs, meetings, or events that are free and open to the public may be reserved online up to three months in advance. There is no fee.
- Programs, meetings, or events that are not free or are closed to the public may be reserved up to three months in advance. A hourly rental fee will be charged. Individuals or groups may reserve the meeting room for a maximum of three programs a year unless the Director approves more.

#### *Small Meeting Rooms*

- The library's five small meeting rooms are designed to accommodate remote work, distance learning, quiet study, and small meetings during library hours. There is no fee.

#### *Special Events at the Library*



- The library's Historic Great Room and Roof Terrace can, on occasion, be reserved for special events outside of library hours at the director's discretion. Those interested in holding a special event should contact the library director.
- Special events require an hourly rental fee and a cleaning fee.

## Sources

"Library-Initiated Programs and Displays as a Resource: An Interpretation of the Library Bill of Rights", American Library Association, July 26, 2006.  
<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/programsdisplays>

"Equity, Diversity, Inclusion: An Interpretation of the Library Bill of Rights", American Library Association, July 5, 2017.

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/EDI>

"Library Bill of Rights", American Library Association, June 30, 2006.  
<http://www.ala.org/advocacy/intfreedom/librarybill> (Accessed August 7, 2018) Document ID: 669fd6a3-8939-3e54-7577-996a0a3f8952

"Meeting Rooms, Exhibit Spaces, and Programs", American Library Association, October 23, 2015.  
<http://www.ala.org/advocacy/intfreedom/spaces> (Accessed September 4, 2018) Document ID: c37d826b-a166-c314-998b-1a2d38194a51

Adopted by the Ilsley Public Library Board of Trustees on May 4, 1999

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