

(Not available until further notice)**Purpose**

- The primary purpose of the Lenox Public Library's meeting room is the facilitation of library related activities.
- If not reserved for library purposes, groups may use the room for educational, cultural, or civic purposes. Iowa Code section 721.2 says; no publicly-owned, taxpayer-funded space shall be used for any private purpose and for personal gain. Therefore, it is prohibited to charge admission fees, solicitation, collections, donations or fundraising that would benefit specific interests, individuals or exclusive groups outside the City or Library.

Hours

- The meeting room is available during regular library hours.

Scheduling

- Requests for the use of the meeting room must be submitted to the library Director
- Each request must include the name, address, and phone number of the contact person. Anyone under the age of 18 must have an adult make the reservation.
- Space may be reserved up to six months ahead. First-come, first-served

Room Use

- The user is responsible for leaving the room in good order, and is financially responsible for any damage to or loss of library property.
- The user is responsible for insuring that the scheduled meeting or activity does not disturb other library users or library staff.
- Food and non-alcoholic beverages are allowed in the meeting room.
- An adult must be present at all times for youth groups.
- Smoking is not permitted.

Other

- The library is not responsible for any accident, injury, loss or damage to the private property of individuals or organizations using the facilities.
- Permission to use the meeting room does not imply endorsement of, or agreement with, the purpose(s) or expression of any individual or organization by the Lenox Public Library or its staff.
- Although there is no charge for use of the meeting room, any donation your organization may like to give to the Lenox Public Library will be gratefully received.

Adopted: 4/7/2014

Reviewed:

Revised: 4/20/2021