

Ames Public Library Policy**Section: Library Resources****Subject: Meeting Rooms****Board****Approved: 8/96****Reviewed: 2/03, 8/05, 7/06****Revised: 3/04, 8/05,
7/06, 1/09, 10/09****Policy**

Ames Public Library offers meeting rooms to further the Library's mission (Ames Public Library – We connect you to the world of ideas). Meeting rooms are made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.¹

Guidelines for Use:

- All gatherings must be open to the public. Topics, speakers and resource materials are not excluded from Library meeting rooms because of possible controversy.
- Use of Library meeting rooms by individuals or groups does not constitute an endorsement by the Library of the content of the program or the views expressed by the participants.
- There is no charge for the use of meeting rooms.
- Groups and individuals may not sell merchandise, fundraise, solicit for later sales contacts or placement of orders, or charge admission fees or tuition. If groups offer materials in connection with study groups, conferences and similar events, they may accept donations to cover the cost of materials.

Exception: Events sponsored by Ames Public Library, the City of Ames, Friends of the Ames Public Library, or the Ames Public Library Foundation, and county, service area, and state library group meetings are exempt from the above restrictions.

Scheduling Priorities:

1. Elections (Ames Public Library is a designated polling place.)
2. Library programs and activities
3. City of Ames programs and activities
4. Community groups and individuals

Conduct and Liability:

- The Library's policy on Conduct in the Library applies to use of the meeting rooms.
- The Library Board and the City of Ames or their employees or agents are not liable for any claims arising out of use of these facilities.

¹ American Library Association, "Library Bill of Rights," (The full text is included in the Ames Public Library Guidance Documents section of this Policy Manual.)

Expressions of Concern:

The Ames Public Library Director and the Board of Trustees welcome feedback from customers. Any customer concerns will be handled promptly and courteously as detailed in the Expressions of Concern Policy.