



Meeting/Study Room Policy

Purpose

The Orange City Public Library offers meeting rooms as a public service for use by individuals, community organizations, and those that wish to provide an open forum for knowledge, ideas, and cultural enrichment.

General Information

- Rooms are available on a first come first served basis.
- Rooms may be reserved up to three months in advance.
- Library functions always have priority for use of the facilities.
- Rooms are available from:
 - 9:00 am-7:45 pm Monday, Tuesday, and Thursday
 - 9:00 am-4:45 pm Wednesday and Friday
 - 10:00 am-1:45 pm Saturday
- Parking is limited.
- Use of the library meeting rooms does not constitute an endorsement by the library of the philosophies, practices, or viewpoints of the participants.

Meeting Room Information

- Meeting Rooms
 - The Rieckhoff Room accommodates between 20-40 people depending on room configuration.
 - The basement meeting room accommodates between 30-50 people depending on room configuration.
- Patrons using a library meeting room must sign the ***Meeting Room Agreement***.
- Reservations for the meeting rooms must be made by an adult 18 years or older for uses other than academic use.
- Meeting rooms are equipped with a Smart TV and internet access.
- Meeting room fees:
 - Room use fees:
 - \$25 for up to 4 hours
 - \$50 for up to 8 hours

- \$75 for 9 or more hours
- The room use fee is waived as follows:
 - Non-profits defined under 501(c)(3)
 - Candidate campaign committees
 - Political committees
 - Governmental subdivisions
- Room set-up charge \$25
- Excessive clean-up fee \$25
- Damaged property (actual repair/replacement cost)

Study Room Information

- The library has two study rooms that can be used without charge – the Goldfinch Room and the Wild Rose Room.
- Each study room can accommodate a maximum of 6 people.

Rules & Requirements

- Cancellation notice is required 24 hours before the room rental. Rental fees are nonrefundable after that time.
- The room must be put back to the original arrangement.
- All meetings must be free of charge.
- Solicitation, fundraising, advertisements, and endorsements are prohibited.
- Food is limited to the basement meeting room.
- Deliveries are not accepted, including food deliveries.
- No personal information may be gathered about attendees without their permission.
- All groups must abide by the Library Code of Conduct Policy.
- Failure to comply with library meeting room policy may prohibit future use of the meeting rooms.

Room availability is at the discretion of the Administrative Librarian. The Orange City Public Library reserves the right to cancel any scheduled activity.

Meeting Room Policy | History

Date	Action Taken
March 16, 2021	Revised and Approved
April 19, 2022	Revised and Approved
February 28, 2023	Revised and Approved
January 28, 2025	Revised and Approved
January 27, 2026	Revised and Approved