

Use of Meeting Room/Fatzinger Hall in Waterloo Library & Historical Society

The use of the meeting room in the Waterloo Library & Historical Society is primarily for programs conducted or sponsored by the Library, and secondarily, for programs conducted or sponsored by Community groups and organizations whose aims are educational, cultural, and/or for civic betterment.

General Rules of Use

1. Programs, which are planned by the library, receive first consideration in scheduling meeting room activities.
2. Meeting room is not available for religious, political, partisan purposes, or for the benefit of private individuals or commercial concerns. Sale of merchandise is strictly prohibited.
3. No smoking permitted at any time.
4. Light refreshments may be served upon approval of library management.
5. No alcohol may be served at any time.
6. Meeting rooms are available for use only during the Library's normal hours of operation.
7. Programs should be planned so that meeting space will be vacated 10 minutes prior to closing time.
8. Except as a designation of location the name of the Library may not be used in any publicity relating to use of the meeting room.
9. The Library is not responsible for equipment, supplies, materials or other items used by the community group, or for personal belongings of those attending the meeting, or any belongings left behind.
10. Each group is expected to be responsible for cleaning up after each use, for returning furniture to the correct position, and for lost or damaged equipment.
11. The Library will not provide audio-visual equipment or operators, unless approved by the director.
12. Meetings must be conducted in such a way as not to disturb library operations.

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13. The applicant assumes responsibility for participant accommodations (e.g. assistive listening devices, etc.) and specific articles of compliance as required by the Americans with Disabilities Act.
14. Number of persons attending the meeting may not exceed the limit set by Fire Code Regulations.
15. The applicant accepts liability for either damage to library facilities or loss of library property and liability of any claims for injuries or damage to persons arising from the use of the premises by the organization.
16. Library personnel must have free access to meeting rooms at all times. The library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space.
17. One time use performances and productions taking place in Fatzinger Hall will be charged \$100 usage fee with a \$75 refund. Refunds will be issued when the Hall is cleaned and returned to its original state. Once examined by the director and no damage is found the refund will be issued. Application must be turned in and approved for use of the Facilities. (More information can be found on the Fatzinger Hall application)

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