

# **Building Use Policy**

Meetings in the Elkader Public Library will be reserved for use by educational, civic, cultural and governmental groups or for any group sponsored by the Library and would not conflict with normal operation of the Library. Any other groups will require the library director's approval.

The conference room is available for private use during regular library hours of operation. Hours and availability are to be approved by the library director.

The Staff of the Elkader Public Library, the Elkader City Administrator, the maintenance staff of the City of Elkader, the technology manager, and the cleaning contractor for the Library shall hold a copy of the key for access to the library.

No smoking is permitted on the property of the Elkader Public Library in pursuant of the Iowa Smokefree Air Act.

Adopted, January 9, 2006

Adopted, January 12, 2009

Adopted, August 21, 2012

Adopted, January 12, 2016

Revised & Adopted, April 10, 2018