



# Ranshaw House Use Policy

Adopted January 31, 2025

## Purpose

The Ranshaw House is designed to provide space for meetings, programs and events for non-profit agencies and programs engaging North Liberty's underserved residents. Use of the facility does not constitute the City of North Liberty's endorsement or approval of viewpoints expressed by participants in the program.

## Use Guidelines

- A. Only one program or event at a time will be scheduled at the Ranshaw House. Use may begin as early as 6 a.m. and go until 8 p.m. daily. Exceptions will be considered when necessary for programming.
- B. Reservations are available on a first-come, first-served basis up to four months in advance.
- C. The house is for City programs and City-sponsored programs by 501(c)3 organizations serving North Liberty residents. Preference will be given to agencies who provide regular public programs on a recurring schedule.
- D. All programs shall be open to the public and not limited to membership of the group or organization sponsoring the meeting.
- E. Any program hosted inside the Ranshaw House must be offered at no cost to participants.
- F. No money or goods may be exchanged in the course of Ranshaw House use and no fees may be charged for attending a meeting or event in the facility.
- G. No solicitation for future sales is permitted.
- H. A single reservation may be for a maximum of eight hours, including setup and teardown, unless prearranged; extensions may be permitted upon request if the space is available.
- I. A group may have up to one recurring reservation or four one-time reservations scheduled at a time.
- J. To make a reservation, contact Outreach & Equity Coordinator Abbi Cobb at (319) 626-5755 or [acobb@northlibertyiowa.org](mailto:acobb@northlibertyiowa.org). A signed waiver must be on file prior to making a reservation.

## User Responsibilities

- A. Any materials promoting an event or meeting held in the Ranshaw House (for example, flyers or poster) may list the Ranshaw House as the location but may not imply city sponsorship, unless pre-arranged as a co-sponsored event with the city.

- B. City property stored in the house rooms, including chairs, shall not be removed or transferred to other areas without prior approval from staff. All furniture except chairs should remain on its assigned floor.
- C. Set up, arrangement of chairs and tables, tear down and clean up are the responsibility of the user.
- D. Refreshments are welcome. After a meeting, the user should clean tables and floor as needed and dispose of any trash containing food or beverage products in the outdoor trash and recycling receptacles before leaving. Food waste should not be left in the indoor trash bins.
- E. Users should store or remove program/event materials before leaving the Ranshaw House. Small on-site storage lockers are available for groups with recurring use.
- F. Users should lock the doors before leaving the site.
- G. The organization reserving the facility is responsible for all reasonable repair or replacement cost for damage to the facility space, fixtures, or equipment utilized during the reservation.
- H. The Ranshaw House is a historic home. Care should be taken during its use, and only toilet paper should be put in the toilets.

### Non-qualifying Ranshaw House Uses

- A. Political campaign purposes (political forums and listening posts are permitted).
- B. Weddings, showers, reunions or individual/private parties, banquets.
- C. Commercial use where personal or business profits are the chief aim of the meeting.
- D. Programs involving selling or fund-raising of any kind.
- E. Programs with a fee to participate.

### Please note

The city reserves the right to refuse use of the Ranshaw House to individuals or groups who do not adhere to Ranshaw House policies or terms of use.

The community relations director or designee shall have final authority regarding use of the Ranshaw House.

The North Liberty Recreation Department, which can be reached at 319-626-5716, has fee-based meeting space available for for-profit purposes. The North Liberty Library, which can be reached at 319-626-5701, has additional meeting space.