

## **MEETING ROOM POLICY**

The St. Francis Public Library welcomes the use of the meeting room by community organizations. The main purpose of the meeting rooms is for the library to provide programming and events for the community. When the rooms are not in use by the library, they are made available for public use, in accordance with the following policies.

### **ROOM APPLICATIONS AND RENEWALS**

- When the rooms are not needed for Library-related activities, they will be made available to other groups on a first come, first served basis. Requests not affiliated with the Library are considered in the following order:
  - City of St. Francis Departments and Committees
  - St. Francis School District
  - St. Francis Community groups
  - Organizations or groups outside of the City of St. Francis
- A representative of the organization that wishes to use the rooms must fill out an application. The application must be submitted at least 7 but not more than 90 days in advance of planned use. Rooms will not be reserved or held until an application has been submitted and approved and any applicable fees have been paid. Drop-in use is not permitted.
- Frequency of meetings cannot exceed once a month per group.
- Groups only need to fill out one application per calendar year. In order to allow the library to plan programming and room use, groups are limited to reserving the room(s) up to 90 days in advance. Additional reservations during that calendar year may be added to an existing application, as long as all of the group contact information is correct.
- The Library Director and the Library Board reserve the right to approve, deny or revoke any group's use of a room. If any use of a meeting room results in damage or disturbance to the library, by direct or indirect causes, the Library Director may deny future requests for meeting room use. Any such denials or revocations may be appealed to the Library Board at its next regularly scheduled meeting.
- The library reserves the right to monitor all meetings held in the program rooms.
- Applications are accepted for the current calendar year only. Current regular room users will be notified when applications for the next year can be submitted. Regular program room users must renew their applications annually, and an updated application form must be submitted.

### **ELIGIBILITY**

- Use of the meeting rooms is reserved for non-profit and community organizations and in no way reflects Library involvement in, or endorsement of, the group's purpose or cause. Meeting rooms may not be used for commercial purposes or for private social events for individuals.
- Requests to use the Friends' Room (Book Store) are limited to groups affiliated with the Library, the City of St. Francis or the St. Francis School District.

### **ROOM AVAILABILITY AND CAPACITY**

- Rooms are available for use during normal library OPEN operating hours. When requesting the room, the time needed for set up and cleanup must be included in the time requested.
- Upon arrival, a representative from the group must check in with a staff member. The staff member will open the room and check condition of room prior to use.
- Meeting rooms must be vacated 10 minutes before the Library's closing time.
- The use of the room is not to interfere with the normal operations of the library.
- Hoppe Room
  - Requires a fee of \$25 per use, payable at the time of reservation.
  - Group size limited to a maximum of 75 people.
  - There are 10 tables and approximately 70 chairs available for use in the Hoppe Room.
  - The library may not be able to provide sufficient chairs/tables at maximum capacity.
- Ladish Room
  - Available free of charge.
  - Group size limited to a maximum of 30 people.
  - There are 7 tables and approximately 25 chairs available for use in the Ladish Room.
  - The library may not be able to provide sufficient chairs/tables at maximum capacity.
- Friends' Room (Book Store)
  - Available free of charge to eligible groups.
  - Group size limited to a maximum of 10 people.
  - There is one conference table and 8 chairs available for use in the Friends Room. A few extra chairs can be brought in from another room, if needed.

### **STORAGE**

- No storage space is available. Groups may not store supplies or equipment at the library prior to or following the use of a meeting room.

### **SET UP AND MAINTENANCE OF ROOM**

- Set up of the room is the responsibility of the group using the room. Chairs and tables are available and present in the room. If an organization needs additional tables and/or chairs, advance notice is required.
- During set up and clean up, as well as during the course of any programs, care should be taken not to damage the walls or carpeting.
- Before leaving the room, it should be cleaned and the furniture should be returned to its original position. Extraordinary cleanup or damages will be billed to the organization and/or the representative named on the application.

### **FOOD AND BEVERAGES**

- Limited food and beverages may be served in the meeting rooms. Insufficient cleanup or spills on the carpeting may be billed to the organization.

- Use of the kitchen must be requested and approved in advance. The kitchen has an oven, stovetop, microwave, and sink available for public use. No other dishes or appliances are available for public use.

#### **ALCOHOLIC BEVERAGES**

- Beer and other alcoholic beverages are prohibited. City ordinance prohibits beer and other alcoholic beverages in/on City property.

#### **SMOKING/OPEN FLAMES**

- Smoking, vaping, and use of smokeless tobacco is prohibited anywhere in the library.
- Candles, incense, open flames or any sources of smoke are prohibited.

#### **REPRESENTATIVE/RESPONSIBLE PARTY**

- When applying for the use of a room, the organization must indicate a representative/responsible party, aged eighteen or older. This representative is responsible for the application and payment of any applicable fees, monitoring the use of the room, cancelling the reservation if necessary, and proper maintenance of the room. If the policies regarding room use are not complied with, this representative will be contacted and may be held liable.
- If there are minors in the group using the room, there must be adult chaperones present in the room at all times.

#### **PROMOTIONS**

- Groups using a meeting room must list their own contact information on any public advertisements. The Library may be listed only as the location for the meeting/event and should not be listed in a way that suggests the Library is sponsoring the program.
- The Library is not responsible for promoting the programs of non-Library related groups.

#### **EQUIPMENT/KITCHEN**

- Permission must be granted to use the kitchen and audio/visual equipment. Any special requests must be made on the application form.
- WiFi is available in the program rooms.
- Technical support is NOT available for audio/visual equipment, other than basic troubleshooting of malfunctioning (library provided) equipment. The library has a TV/DVD player that can be used by groups. No projector/laptop is currently available for outside groups.

#### **CANCELLATION POLICY**

- Forty-eight (48) hours advance notice is requested for cancellation of a meeting. Inclement weather is an exception to this policy. Any fees paid for the use of the Hoppe Room are non-refundable if the 48 hour notice of cancellation is not given. Due to the high demand for the meeting rooms, repeated cancellations or failure to show up for a reserved time may result in the cancellation or denial of future room reservations.

- As the primary purpose of the meeting rooms is for the Library to provide programming and events for the community, the library reserves the right to cancel a room reservation made by an organization if the room reserved is needed by the Library. Whenever possible, a 48-hour advance notice of cancellation will be given.

Approved by the Library Board on 6/10/21