

## MEETING & STUDY ROOM POLICY

## Library Center of the Ozarks

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The Library Center of the Ozarks meeting and study rooms are for both Library and public use. Use in no way constitutes or implies an endorsement or sponsorship by the Library or its Board of Trustees of the organizations or individuals using the space, nor of any content, viewpoints, or beliefs presented.

The following guidelines govern non-Library use of the rooms. Any violation may result in a ban on use.

### The Public Nature of Use

- Meetings must be open to the public unless it is a closed session of a public governmental body pursuant to the provisions of [RSMo 610](#).
- Due to the public nature of meeting rooms, booking requests shall be treated as public documents; and the Library reserves the right to take photos and videos of events held in the rooms for its own records and for future promotional materials (see [Social Media Policy](#)).

### Sales, Charges, Fees, & Fundraising

- Users cannot sell any products or services in the rooms.
- Admission charges, sales, and participation fees of any kind are prohibited. Political candidates, political action committees, and other political advocacy groups, either issue-related or candidate-driven, may not solicit or receive campaign contributions on Library property.
- Fundraising events of any kind are not permitted unless organized with advance Library approval to raise money for the Library.

### Required Conduct & Legal Responsibilities

- Activities in Library meeting rooms must not disrupt Library operations. Users are expected to fully comply with posted occupancy limits, all Library policies including behavioral policies, and any applicable provisions of state and federal law.
- Users are expected to follow all federal, state and local health and safety guidelines while using the meeting room which may include limited capacity, physical distancing, face coverings, and sanitizing.
- The Library does not assume liability for illness or injuries to individuals or damage to personal property that occur because of actions of the sponsors or participants in activities in its meeting rooms.
- Group or individual is responsible for cleaning the room at the completion of the meeting. All trash must be placed in a trash receptacle or removed by your organization immediately following the meeting. A vacuum cleaner is available if needed.

## **Room Rental Fee**

### Members

- Current members of the Library Center of the Ozarks may use rooms at no charge and must be in attendance.
- Rooms can be reserved one hour at a time, with a two-hour cap.
- The Member must be on-site at the time of the room rental.

Members who do not comply with the above will have a 1st time penalty of 14 days, and a second time penalty of 30 days. If the behavior persists the Library Leadership will make a recommendation.

### Non-Members

- Non-members will be charged a non-refundable fee according to the room rented; the charge will take place at the time of reservation.
  - Technology Room: \$25 flat fee for up to two hours.
  - Small Meeting Rooms: \$10 flat fee for up to two hours.
  - Board Room: \$25 flat fee for up to two hours.
- If a cancellation is needed, the non-member will do so within 24 hours of the rental time.

\*If the Library Center of the Ozarks is closed due to weather or any other circumstances, the rooms will not be available and a refund will be made.

## **Food Policy**

Food which will be considered acceptable:

- Covered cups, including Coffee, Tea or bottled water. No red liquids please.
- Individually wrapped treats or candy's (bags of crackers or cookies)
- No alcoholic beverages

A charge may be assessed if cleaning or repair is required by library staff.

## **Damage**

- Your organization is responsible for any damage to library furnishings, fixtures, or equipment.
- Users may not use staples, tacks, or nails to hang items on walls.

## **Equipment**

- Users may bring their own audiovisual equipment, laptop computers, flip charts, etc. Please bring an extension cord for any equipment needing power.
- If a user would like to use the Library's equipment, they will be required to receive instruction on its operation from a Library employee before the event. Contact library staff for training.
- Wireless internet is available at the library

## **Meeting Times**

- Meeting Rooms are available only during hours the library is open to the public.
- Meetings must end (including cleanup) 15 minutes prior to the library closing. It is the user's responsibility to confirm Library hours

## **Reservation Guidelines**

- Rooms can be reserved through the circulation desk.
- 24 Hour cancellation policy
- Library Sponsored programs have priority. (examples: summer reading programs, Board of Trustees Meeting, Friends of the Library)
- Library study rooms are available during Library operating hours on a walk-in basis.
- Rooms can be reserved by the same individual up to four times per month.
- Each organization or individual wishing to use a Library meeting room must agree to the user policies when booking a room.
- Reservations can be made up to 60 days in advance, on a first come first served basis. The library reserves the right to reschedule or cancel a meeting to accommodate library programs, operations, or weather conditions.
- It is the responsibility of any organization or individual to have age-appropriate designations affixed to any publication, website, or advertisement for such event or presentation as outlined by 15 CSR 30-200.015.
- Library Center of the Ozarks will keep an updated calendar at the circulation desk.
- Rooms should be returned to their original condition prior to leaving.

## **Rooms Available for Rental**

### Technology Room (1)

- Located on the main level
- Maximum capacity of 20 people
- Audio-Visual capabilities
- Seating can be modified

### Small Study Room (1)

- Located on the main level
- Maximum capacity of six people
- One television
- Seating cannot be modified

### Board Room

- Located on the lower level
- Maximum capacity of 30 people
- No Audio-Visual capabilities
- Seating can be modified

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I have read the Library Center of the Ozarks **Meeting Room Policy**. I understand that I am responsible for my organization's adherence to the policy and informing those attending the meeting of the conditions governing facility use. I understand that I must be in attendance at the meeting and that all meetings must be open to the public.

Failure to follow meeting room guidelines or Library policies may prevent my organization from being able to use a Library room in the future.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Fees collected:**

Non-members name \_\_\_\_\_

Room and Amount \_\_\_\_\_

The Library leadership has the authority to adjust the policy according to circumstances.

Approved 3.5.24