

## **ST. JOSEPH PUBLIC LIBRARY MEETING ROOM POLICY**

### **PURPOSE**

Fulfilling St. Joseph Public Library's (SJPL) mission to offer a place for community interactions, meeting rooms are available to groups for gatherings or meetings which foster personal growth, and further community relations.

### **POLICY**

#### **Requirements for Use of Room**

- SJPL meeting rooms are available for community use, free of charge. Rooms are available for organizations, government agencies, and groups engaged in educational, intellectual, charity, advocacy, civic, cultural, political, religious, hobby, and other activities involving personal growth, recreation, or service.
- Reservation of rooms is mandatory, and dates may be reserved no more than 90 days in advance, with a limit of three reservations at a time.
- Meeting room users should notify SJPL of any cancellations no less than 24 hours in advance. Failure to do so may result in suspension of meeting room privileges.
- Meetings should be open to the public, except that public governmental bodies may hold a closed session pursuant to the provisions of the Missouri Sunshine Law. Due to the public nature of the meeting rooms, reservation requests shall not be protected as a library circulation transaction but treated as public documents. Rooms are available for private use when the situation calls for it due to legal situations.
- SJPL will make no effort to censor or amend the content of a meeting in a SJPL facility. Use of SJPL meeting rooms does not imply advocacy or endorsement by SJPL staff or Board of Trustees of the viewpoints presented.
- Staff trainings, meetings, parties, showers, etc. that are restricted to invited attendees only are not allowed.
- Programs involving the sale, advertising, or promotion of commercial products or services are prohibited. Programs listed or presented as informational, educational, or instructional must remain so, and presenters shall make no direct solicitation of attendees to secure clients or customers for their commercial purpose.
- Fundraising events are not permitted without the prior approval of the Board of Trustees, given at a regularly scheduled Board Meeting.
- Fees may not be charged for attendance at programs. Programs requiring partial reimbursement for the actual costs of providing the program will be reviewed on a case by case basis for possible exemption from the rule prohibiting fees.

### **Room Availability**

- SJPL programs maintain top priority in reserving rooms. Should a programming conflict occur, SJPL will make every attempt to promptly reschedule the cancelled reservation to a comparable location or alternate time/date.
- All reservations are subject to alteration or denial for any reason the SJPL Director, Branch Manager, or the SJPL Board of Trustees deems appropriate. Contact the SJPL Administrative offices at 816-232-4038 to appeal any denial.
- Meetings must be held during regular SJPL hours and must end 15 minutes before the library closes.
- It is suggested that any required audio-visual equipment be requested at the time of the room reservation. SJPL cannot provide operators for this equipment. If SJPL equipment is to be used, the individual operating the equipment must make arrangements with staff, at a time convenient to staff, to receive basic training on use of the equipment prior to that use.

### **Meeting Room Regulations**

- Groups and individuals using rooms are required to adhere to all SJPL policies.
- Groups are responsible for the requirements and for providing requested accommodations for meetings or programs under the Americans with Disabilities Act.
- Groups who use the library rooms may serve light refreshments. (Note: alcoholic beverages are prohibited without the prior approval of the Board of Trustees, given at a regularly scheduled Board Meeting.)
- Damages to SJPL's premises, equipment, or furnishings as a result of meeting room use will be charged to the group responsible. The group or organization and its members, jointly and severally, will assume and bear full responsibility for loss of, or injury, or damage to, any property of SJPL caused or inflicted by the organization, its members, affiliated persons, guests, or invitees. Representatives of the group may inform the library staff at the end of their meeting that they have cleaned the room and request an inspection. Library staff will inspect the room as soon as possible.
- All individuals, groups, or organizations using SJPL facilities take the premises "AS IS" and assume all risks of injury, including death or property damage, to members of the group, organization, event participants, and event spectators which might arise out of activities of the group or out of the conditions present on the facilities.
- All individuals, groups or organizations using SJPL facilities shall indemnify, defend, and hold harmless SJPL, its officials, agents, and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from any act, omission, or error of the individual, organization or group resulting in personal injuries (including death) or property damage arising from or related to the individual's organization's or group's use of the library meeting room or presence on the SJPL property.