

DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Meeting Rooms

ADMIN 2-651

BOARD

SECTION: 600 – Library Administration

Approved: 06/13/96

Revised: 08/15/02

Revised: 06/10/10

Revised: 09/13/12

Revised: 11/12/15

Revised: 10/18/18

POLICY

The Daniel Boone Regional Library (DBRL) meeting rooms are available for use by non-profit organizations, government agencies, and groups engaged in educational, civic, cultural, and intellectual activities. There is no charge for the use of the meeting rooms. The scheduling of library activities in the meeting rooms will take priority over the scheduling of meetings for outside groups and organizations. Reservation procedures may vary among facilities in the DBRL system.

DBRL staff will treat all qualifying groups fairly and equitably in allocating meeting time and space. When a group is permitted to use a library meeting room, that does not in any way constitute an endorsement by the library of the group's policies or beliefs, and no claim to that effect nor claim to library sponsorship may be used, explicitly or implicitly, in advertising meetings held in library meeting rooms. Neither the name nor the address of the library may be used as the official address or headquarters of any organization that uses a library meeting room. DBRL will make no effort to censor or amend the content of a meeting. Should a qualifying group with opposing viewpoints to the contents of a meeting wish to hold a meeting in a library facility, comparable access will be granted depending on meeting room availability. All meetings must be open to the public. Library meeting rooms are not available for private functions such as weddings, memorial services, music rehearsals, parties or other social events.

With the exception of library programs such as author visits, the Friends of the Public Library groups, the DBRL Foundation and other library support groups, library meeting rooms are not available for commercial purposes. Such commercial use includes but is not limited to programs or presentations designed to promote the purchase of products or services or which require a fee to attend.

Smoking, alcoholic beverages, and illegal drugs are prohibited in the library meeting rooms pursuant to Policy 2-695 (Smoking) and the DBRL Rules for Behavior. Refreshments may be served in accordance with each library facility's procedure.

Library staff is unable to provide childcare services or facilities for supervision of the children of persons attending meetings in library meeting rooms. Please review the DBRL Rules for Behavior pertaining to unattended children.

The Executive Director or Executive Director's designee at each facility will review all

requests for meeting room use and determine eligibility prior to granting approval. The Executive Director may approve appeals for exceptions to the policies stated in this document.

Failure to comply with this policy and the accompanying procedures for each facility may result in denial of future use of the library meeting rooms, financial liability for damages, and/or immediate removal from the meeting rooms.

PROCEDURES

Each group must register at least once annually by completing a meeting room application form. The signing of this application form implies the group's intent to comply with this policy and the procedures regarding the use of library meeting rooms. Additionally, groups may be asked to provide updated information throughout the year.

Groups and individuals using library meeting rooms are responsible for basic cleanup and returning the room to order. Any equipment or displays brought in for a meeting must be removed at the end of the meeting. The library is not responsible for lost or stolen items. Damages to the premises, equipment or furnishings as a result of meeting room use will be charged to the group responsible. Fees for excessive cleanup may also be charged. The group or organization and its members, jointly and individually, will assume and bear full responsibility for loss of, injury to, or damage to any DBRL property caused or inflicted by the organization, its members, affiliated persons, guests or invitees.

If a DBRL facility is closed for an unforeseen condition (pursuant to Policy 2-950 [Library Closing for Severe Weather and Unusual Circumstances]), any scheduled meetings will be canceled.

Tables and chairs will be provided in a general room arrangement. Requests for special room arrangements should be made when the room is reserved.

Designated staff at each library facility will reserve and coordinate meeting rooms in accordance with this policy and specific procedures for each library facility.

Meeting Room Availability

Columbia: Available dates are reserved on a first-come, first-served basis. Meetings can be held only during open hours. Groups may reserve library meeting space once per month. Reservations will be accepted for the current month and following two months. Rooms may be used on a walk-in basis, if space is available.

Callaway County: Available dates are reserved on a first-come, first-served basis. Meetings can be held only during open hours. Groups may reserve meeting space once per month. Reservations will be accepted for the current month and following two months. Rooms may be used on a walk-in basis, if space is available.

Southern Boone County: Available dates are reserved on a first-come, first-served basis. Groups and individuals may reserve meeting space once per month. Reservations will be accepted for the current month and following two months. Meeting space may be reserved during open hours and until 10:00 p.m., Monday-Friday, with prior approval. Rooms may be used on a walk-in basis, if space is available.

Meeting Room Occupancy Limits

Columbia:

Friends Room – 100

Conference Room A – 20

Conference Room B – 20

Callaway County:

Friends Room – 60

Southern Boone County:

Meeting Room – 40

Basic Rules of Use

1. Meeting room attendees may not exceed the stated occupancy for each library meeting room.
2. Groups using Library meeting rooms may charge no admission or registration fees.
3. Meetings may begin thirty (30) minutes after each library's opening time and groups must conclude their meetings and vacate the meeting rooms ten (10) minutes prior to closing time at CPL and CCPL.
4. Meeting room attendees must vacate the room promptly to allow time for the next group or for library staff to rearrange the space or set up equipment, as needed. This is especially important for groups using a room on a 'walk-in' basis.

Refreshments

Refreshments may be served in library meeting rooms. A small kitchen is available for use at each facility. All supplies, appliances and equipment needed for refreshments will be the responsibility of the group using the meeting room.

Pre-prepared food and coffee/tea preparation is allowed, but food preparation on the library premises is not allowed.

Video-Conferencing and Audio-Visual Equipment

A DVD/Blu-Ray player and television are available for use in designated meeting rooms. The use of such should be requested when the room reservation is made. At least three (3) days' notice is required.

Also, the library provides videoconferencing services and equipment. This is available only in the Friends Room of CPL and is set up and operated by library staff for the duration of the videoconference. This equipment is available only with ten (10) working days' notice. A group's first use of this service and equipment is free. Because this equipment is operated only by library staff, for subsequent uses there will be a usage fee of \$25.00 per two (2) -hour period, and an additional \$10.00 per hour fee for usage in excess of two (2) hours. A separate application form will be required for the use of the videoconferencing equipment.