

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

Reservations

Reservation requests will be accepted up to 60 days in advance. Meeting rooms are reserved on a first-come, first-served basis. Groups and individuals may reserve library meeting space once per month. Rooms may be used on a walk-in basis, if space is available, during open hours.

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.

Meeting Room Hours of Availability and Occupancy Limits

Callaway County Public Library: Meeting space may be reserved during open hours.

- Friends Room – 60 people

Columbia Public Library: Meeting space may be reserved during open hours.

- Friends Room – 100 people
- Conference Room A – 15 people
- Conference Room B – 15 people

Holts Summit Public Library: Meeting space may be reserved during open hours and from 8:00 a.m. to 10 p.m. daily with prior approval.

- Meeting Room – 30 people

Southern Boone County Public Library: Meeting space may be reserved during open hours and until 10:00 p.m., Monday-Friday, with prior approval.

- Meeting Room – 42 people

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.

5. 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.
6. 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.
7. The library is not responsible for lost or stolen items.

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.

Room Setup

Tables and chairs will be provided in a general room arrangement. At the Columbia Public Library, requests for special room arrangements should be made when the room is reserved.

Audio-Visual Equipment

Audio-visual equipment such as projectors, screens and TVs may be available for use upon request. Any damage or loss of equipment is the sole responsibility of the person reserving the meeting room.