

POLICY: MEETING ROOMS**Approved: August 10, 2010****Revised: July 26, 2011, June 23, 2015, November 23, 2021, June 27, 2023**

The Webster County Library (WCL) meeting rooms are available for use by nonprofit organizations, government agencies, and other not for profit 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.

WCL 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. WCL 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.

In accordance with MO 15 CSR 30-220.015, an age designation for the purpose of the meeting is required on all publications and/or advertisements, including social media of events or presentations held at the library. Any meeting room group not designating an age recommendation may lose meeting room privileges. Additionally, MO 15 CSR 30-220.015 allows members of the public to challenge the age designation for any event.

Meetings should be open to the public, except that public governmental bodies may hold a closed session pursuant to the provisions of State statutes and regulations. Due to the public nature of the meeting rooms, reservation applications shall not be protected as a library circulation transaction but treated as public documents. Library personnel must have free access to the meeting room at all times.

Library meeting rooms are not available for private functions such as weddings, memorial services, music rehearsals, parties, or other social events. Additionally, meeting room use is intended for group meetings, not one-on-one consultations such as interviewing, counseling sessions, depositions, family visitations, etc.

Except for library programs or library affiliated organization events, 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. Additionally, presenters shall make no direct solicitation of attendees

to secure clients or customers. The use of the meeting room shall not result in financial gain for the organization or its members. A materials fee may be requested to cover the cost of program supplies; however, this fee should not exceed the cost of the program and will be stated clearly up front. Small donations may be collected for refreshments.

Smoking, alcoholic beverages, illegal drugs, and open flames (including candles) are prohibited in the library meeting rooms.

Unusual uses of the room must be approved by the Director in advance and will be considered on a case-by-case basis, including (but not limited to): animals of any type (aside from guide animals), bingo, raffles, or games of chance.

Meeting rooms may not be used for activities that are likely to disturb regular library use. The library expects organizations to be considerate of library staff, patrons, and library activities.

The representative for any group wishing to book the room must be 18 years of age and a resident or property taxpayer of Webster County. Groups of children and youth under 18, must be represented by an adult(s) and supervised at all times. The adult representative is responsible for completing the application for use, attending the meeting, and enforcing all aspects of this policy.

Library staff is unable to provide childcare services or facilities for supervision of the children of persons attending meetings in library meeting rooms. Children must be supervised by meeting room attendees during room use.

Groups are responsible for providing requested accommodations for meetings or programs under the Americans with Disabilities Act. For instance, Federal regulations require groups using the meeting room to provide a sign language interpreter for the hearing impaired if one is requested.

The Director or Director's designee at each facility will review all applications for meeting room use and determine eligibility prior to granting approval. The Director may approve appeals for exceptions to the policies stated in this document. The WCL Board of Trustees is the final authority in granting or refusing any appeals or exceptions.

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.

All persons, groups, or organizations using WCL 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 at the facilities.

Every person, group, or organization using WCL facilities shall indemnify, hold harmless, and defend the library, its Board of Trustees, and its employees from any and all liability or financial

loss, costs, or expenses (including reasonable attorney's fees and legal costs) resulting from any suits, claims, losses or actions brought against the library and/or employees which results directly or indirectly from wrongful or negligent actions of the room user, including its sponsor, spectators, participants, members, officers, directors or agents.

PROCEDURES

Reservations

Applications for use must be made at least 48 hours prior to usage time. Meeting rooms are reserved on a first-come, first-served basis.

If a WCL facility is closed for any unforeseen condition or weather event, any scheduled meetings will be canceled. Please check the library website, social media or call to listen to phone announcements.

Groups should notify the library as soon as possible if a meeting needs to be canceled. Repeated failure to appear will result in termination of meeting room privileges.

Meeting Room Hours of Availability

Marshfield – Garst Memorial Library: Meeting space is available until 9 pm. Meetings must begin during normal operating hours of the library.

Rogersville Branch Library: Meeting space is available during open hours only.

Basic Rules of Use

Groups must display an age recommendation on all publications or advertisements as mentioned above in accordance with MO 15 CSR 30-220.015.

Meetings may begin thirty (30) minutes after each library's opening time and groups must conclude their meetings and vacate the meeting rooms before 9 pm at the Marshfield – Garst Memorial Library and ten (10) minutes prior to closing time at the Rogersville Branch Library.

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 as needed.

Meeting room applicant must check in with library staff before use and pick up a Meeting Room Attendee Form. When meeting is complete, applicant must check out with library staff to secure the space unless leaving after hours. If after hours, the Meeting Room Attendee Form shall be left in the meeting room on a table.

Groups using library meeting rooms are responsible for basic cleanup and returning the room to its standard arrangement. Any equipment or displays brought in for a meeting must be removed at the end of the meeting. To ensure no damage occurs to the library, materials are not to be attached to walls, windows, doors, or furnishings.

If the library is closed during any part of an event, under no circumstances may any member of the group or organization enter any unopened areas of the library.

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 library is not responsible for lost or stolen items.

Refreshments

Light refreshments may be served in library meeting rooms. All equipment and supplies needed for refreshments will be the responsibility of the group using the meeting room. Supplies may not be stored in the library meeting room.

Pre-prepared food and coffee/tea preparation is allowed, but food preparation on the library premises is not allowed. Refreshments made with a dye base, such as punch, are discouraged due to potential staining of carpets and furnishings.