

FESTUS PUBLIC LIBRARY
MEETING ROOM POLICY

STATEMENT OF POLICY

The purpose of this policy is to insure the orderly, peaceful and efficient use of the library community meeting room(s) and to accommodate and provide equal access to as many groups and organizations as is reasonably possible. The fact that a group is permitted to meet at the public library does not constitute an endorsement by the library district of the group's policies or stated beliefs. Any publicity for the meeting must include the statement "This is not a program sponsored by the Festus Public Library". Any telephone number on the publicity must be that of the organization hosting the meeting, not the library.

AUTHORITY

1. The library director or a designated staff member shall schedule or reserve the meeting room(s) in accordance with the regulations found in this policy.
2. All persons or organizations requesting the use of the meeting room shall make formal application to the library director or a designated staff member on a form prescribed by the Library Board. The Board will review the application at its next regular meeting. The director may grant permission for a one-time meeting provided the application meets all the regulations found in this document.
3. The Board will have final authority for granting permission for use of the room(s) for all regularly scheduled meetings.

AVAILABILITY

1. Library programs and library related programs have priority in the use of the community meeting room(s). Use of the community meeting room(s) by other community groups shall be booked on a first come, first served basis.
2. The library community meeting room(s) are available for use by (a) local nonprofit organizations including Internal Revenue Code Section 501(c)(3) and (4) organizations and not-for-profit corporations; and (b) local businesses for community interest, and not for product sales purposes. Private social gatherings are prohibited.
3. All groups will be charged a normal deposit of \$50.00 for their initial visit. The deposit may be waived upon the discretion of the director or the Board upon a successful history of compliance to meeting room rules.
4. Meetings shall in general be open to the public. Exceptions may be made.
5. Teenage or children's groups may use the meeting room(s) provided they are supervised by an adult. "Adult" as used here is defined as person twenty-one (21) years of age or older. The adult supervisor and the organization he/she represents will be responsible for any damage.
6. Behavior that disrupts the orderly conduct of the library, prevents other patrons from accessing library resources, or interferes with library staff in the performance of their duties is prohibited. If a scheduled meeting becomes disruptive, the library supervisor on duty may terminate the meeting and is authorized to call the police to enforce the termination if necessary.
7. Use of the meeting room(s) is limited to qualifying groups or organizations whose membership is composed primarily of residents of Festus and immediate surrounding area, or to businesses that are located in or pay taxes to the City of Festus. Non-resident individuals and groups may be granted permission under such terms and conditions as the Board prescribes.

8. Prior violations of the Festus Public Library policy by organizers or attendees of a meeting or event are grounds for refusing applications and revoking permission for subsequent uses of the library community meeting room(s).
9. As a general rule, the use of the room shall be restricted to hours when the library is opened to the public. Exceptions may be made. The room shall be vacated fifteen (15) minutes prior to closing.

SCHEDULING

1. A completed application shall be required at least one (1) week in advance and no longer than one (1) year prior to the scheduled meeting. The director may make exceptions.
2. Generally, no group or organization may use the library community meeting room(s) more often than once per month. Exceptions may be granted for workshops, seminars or educational classes, or for a special need with approval of the library director.

DONATIONS AND FEES FOR USE OF ROOM(S)

1. Local not-for-profit organizations and government agencies may use the library meeting room(s) at no charge. Donations to cover costs of utilities and cleaning room(s) after use would be appreciated.

RULES AND REGULATIONS

All groups receiving permission to use the meeting room must observe and abide by these conditions:

1. No signs, displays or exhibits may be attached to the walls without permission from the library director.
2. No materials, equipment or furniture belonging to groups or organizations may be stored on the library premises. The library will not be responsible for any items left.
3. Light refreshments such as coffee, fruit punch, cookies and bakery goods may be served in the community meeting room(s). **No red, orange or purple drinks** may be served. **No intoxicants** may be brought on the premises. **No smoking** is permitted in the building. A coffee maker will be provided, but the group using the meeting room must provide all other items. No meals are to be served in the room.
4. Weapons are not allowed on the library property except those carried by on-duty law enforcement. Concealed firearms are prohibited on all property leased or owned by the library.
5. The room must be left clean and orderly. Any extra tables and chairs set up or rearranged should be returned to their original places. If refreshments are served the sink and coffee maker must be cleaned and the coffee maker disconnected from the electrical outlet. There will be a minimum charge of \$10.00 if the meeting room is not left in its original condition.
6. Reimbursement for any damage to the building or equipment must be made to the library. Improper care of the facilities shall be cause for revoking the privilege of using the meeting room.
7. Equipment and furniture that belong to the library are available for use within the library only, and may not be removed from the building.
8. Meeting room attendance may not exceed room capacity.

Approved by the Festus Public Library Board of Trustees on 09/05/2013.

APPLICATION AND PERMIT FOR USE OF FESTUS PUBLIC LIBRARY MEETING ROOM

Name of Organization or Group: _____

Date or Dates requested: _____ Meeting Time: _____

Number of persons expected to attend: _____

Purpose of the Organization or Group: _____

Name of person making request: _____

Address: _____

Telephone: _____

References: (Please provide name and telephone number)

1. _____

2. _____

Action taken by the Board of Trustees:

Approved on (date): _____ Disapproved on (date): _____

If disapproved, reason: _____

Deposit amount: _____ Date: _____

HOLD HARMLESS & INDEMNIFICATION

To the extent permitted by law, this agreement entered into on the _____ day of _____, 20____, by _____ of the County of Jefferson, City of Festus, and State of Missouri agrees to indemnify and hold harmless the City of Festus, its agents, officers, volunteers and employees, and Sponsor/Organizer from any and all liability, actions, causes of actions, claims and demands including but not limited to attorney’s fees, court costs, or other alternative dispute resolution costs arising out of, resulting from, or otherwise occurring from the use of City facilities and infrastructure under this Agreement; provided that any such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease, death or personal injury, or property damage; but only to the extent caused in whole or in part by the actual or alleged negligent acts, errors, or omissions of the City of Festus, its officers, agents, volunteers, and employees, or anyone directly or indirectly employed by the City of Festus, and Sponsor/Organizer or anyone for whose acts Sponsor/Organizer may be liable.

We have read the Meeting Room Rules and Regulations and we agree to abide by these set rules and regulations.

Date: _____ Signature: _____

Group Organizer/Sponsor

Date: _____ Signature: _____

President, Board of Trustees