

Meeting Room Policy

The Rolla Public Library (the "Library") welcomes the use of its meeting rooms, free of charge during normal library operating hours, to nonprofit community groups and organizations whose applicant or member making the request is a resident of Phelps County, Missouri, and the group is engaged in educational, cultural, intellectual, or charitable activities, subject to the requirements and conditions set forth herein.

With the exception of use by the Friends of the Public Library groups, a meeting room may not be used by an organization for commercial purposes, including but not limited to, for-profit business purposes, garage sales, flea markets, or educational classes for which a fee is charged. The meeting rooms may not be used for private social functions such as weddings, memorial services, parties or other social events. No charges, fees, collections or solicitations are allowed by organizations or individuals on Library property except for Friends of the Public Library activities. All meetings must be free and open to the public, except meetings legitimately closed per state statute.

In accordance with the American Library Association's *Library Bill of Rights* and its interpretation pertaining to meeting rooms, the Library's meeting rooms will be made available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting the use."

The use of a meeting room does not in any way constitute an endorsement by the Library of the views or beliefs of the users of the room and no claim to that effect or claim to Library sponsorship may be used, explicitly or implicitly, in advertising for 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. All advertisements, announcements, flyers, etc., must clearly state the meeting is not sponsored by the Rolla Public Library.

Users of the meeting rooms must abide by all local, state, and federal laws, ordinances, and regulations. Smoking is prohibited in the Library building. No alcoholic beverages or illegal drugs may be brought onto Library premises. The meeting rooms may not be used for gambling or any illegal activity. The Library reserves the right to limit or prohibit any meeting that is a threat to the health or safety of Library employees or patrons or that is disruptive of the normal, quiet and peaceful, operations, programs and activities of the Library.

Any meetings involving youth under the age of 18 must have adequate adult supervision. Programs, activities, or meetings sponsored by the Library, or Friends of the Public Library, are given priority in the scheduling of the meeting rooms. Requests for use of a meeting room shall be made to the Library Director who will book on a first come, first serve basis no more than 30 days in advance. To make the rooms accessible to as many people as possible, the use of the rooms by an organization other than the Library or Friends of the Public Library is limited to one meeting per week. At the time of the scheduling of the meeting, an official representative of the group is required to review and sign the Rolla Public Library Meeting Room Policy Agreement Form.

Organizations using the meeting rooms must comply with all other Library policies such as the Unattended Children, Smoking, and Unruly Patron policies. Groups must not attach anything to the walls or the ceiling of the meeting room.

All meetings must be over in sufficient time to clean-up and vacate the building before the Library closes. Groups and individuals using the meeting rooms are responsible for basic clean-up and returning the room to order including the removal of refuse. (Basic room setup is available from the circulation desk.)

The Library is not responsible for loss, theft, or damage of property of any individuals or groups using a meeting room. No equipment, materials, or supplies may be stored at the Library. The Library will not assume responsibility for any equipment, materials, or supplies left on Library premises.

Damages to Library premises, property, or equipment as a result of use of the meeting room will be charged to the organization and/or individuals responsible. Food and drink are permissible in the meeting rooms but must stay in the meeting rooms. The use of the permanent electronic devices in the meeting rooms is permitted. If a group needs to use the SMART Board, the group's official representative must go through a SMART Board training session with the Library staff at least 48 hours before the use of the SMART Board. For those projecting images in the Children's Program Room, content must be suitable for all age groups when children are present.

Any group utilizing the meeting rooms is responsible for ensuring its compliance with the provisions of the Americans with Disabilities Act.

In the event of an emergency, the Library Director reserves the right to cancel meeting room reservations. In the event of severe weather, a group representative is responsible for listening to local radio stations or checking the Library's website for closing announcements.

Failure to comply with Library policies or damage to the meeting room may result in denial of future use of the Library's meeting rooms, financial liability for damages, and/or immediate removal from the meeting room.

For, and in consideration of, the use of the meeting room and Library facilities, any person, group, and organization using same hereby agrees to indemnify and hold harmless the Library, its Board of Trustees, employees and agents, from and against any and all actions or suits relating to the use of such rooms and facilities. In addition, such person, group, and organization agrees to reimburse the Library for any and all costs for repair of any and all damage caused to the room and/or facilities by such use thereof.

If an organization is denied access to a meeting room, it may appeal the decision to the Library's Board of Trustees. The appeal must be made in writing and be submitted to the President of the Rolla Public Library Board of Trustees at 900 N. Pine Street, Rolla, Mo 65401. In the event an appeal is submitted to the Library's Board of Trustees, the Board of Trustees will make a

decision regarding the appeal and apprise the organization that submitted the appeal in writing of its decision. The decision of the Board of Trustees is the final authority in the granting or refusing use of a meeting room.

Adopted OCTOBER 2017

I have read the Library's Meeting Room Policy and agree that myself and my organization will adhere to same.

Name (printed): _____

Signed: _____

Date: _____