

Meeting Room Policy

Scenic Regional Library District offers rooms in its branches to provide businesses, nonprofit organizations, community groups, and individuals with access to semi-private meeting space.

Use of the meeting rooms by the public is subject to the following regulations:

Library programs and Library-sponsored events have priority over all other room reservations and shall receive preference in the event of a scheduling conflict. Groups may be denied use of meeting rooms or asked to reschedule a previous room reservation if a conflict arises with a Library-sponsored function. Should it become necessary for the Library to cancel a reservation, every reasonable effort will be made to contact the affected group as soon as possible.

Use of the meeting rooms is by reservation only. Reservations must be made through the online reservation system available on the library's website. Upon the approval of library staff, individuals and small groups may use a meeting room on a walk-in basis if it is not reserved during a certain time.

Individuals reserving meeting rooms for a group must be at least 18 years old.

Use of the library meeting rooms is free.

Meeting rooms must be left clean and in the original condition. Groups must dispose of trash, vacuum, and wipe down all tables and counters, if needed. A vacuum cleaner is available in the meeting room.

Library staff reserves the right to enter all meetings held in Library District facilities (except lawful executive sessions of governmental bodies).

Groups may not impose admission or entry fees.

Meeting rooms are not for personal or social events such as weddings, funerals, birthday parties, or reunions.

In compliance with the ADA, the Library requires that groups or organizations using Library facilities do not discriminate on the basis of disability.

Meeting rooms are available after Library hours. It is the responsibility of a group to have a representative pick up a key to the meeting room prior to the meeting, if their meeting is scheduled after Library hours. The representative must complete and sign a key responsibility form. The signed form will be held by branch staff until the meeting room key has been returned. Organizations must assume financial responsibility for lost keys/lock replacement. There will be a \$50 fee charged for a lost key.

The applicant or representative of the group assumes financial responsibility for any damage done to library facilities or equipment.

Damage to the meeting room or library equipment must be immediately reported to the library staff.

Due to the public nature of Meeting Rooms, reservation requests shall not be protected as Library User Records, as described in Library Policy, but treated as public documents.

Meetings for the exclusive purpose of fundraising are prohibited, except for events sponsored by the Friends of the Library. However, non-commercial groups will not be prohibited from collecting ordinary annual dues or selling such miscellaneous items as the organization's calendars, date books, etc., provided that such activity is incidental to the purpose of the meeting/event.

Sale of products or services is not permitted on Library property. Meetings whose main purpose is to sell a product or service will not be allowed. However, authors scheduled by the library for a program (author visit) are permitted to sell their books.

Activities likely to disrupt library functions are prohibited.

Groups must comply with the maximum capacity of the meeting rooms as determined by the local Fire Marshal and code. The following is the maximum seating capacity by location:

- Hermann branch – 153 occupants
- New Haven branch – 91 occupants
- Owensville branch – 109 occupants
- Pacific branch – 170 occupants (85 per subdivided room)
- St. Clair branch – 151 occupants (75 per subdivided room)
- Sullivan branch – 165 occupants (82 per subdivided room)
- Union branch – 271 occupants (90 per subdivision room)
- Warrenton branch – 186 occupants (93 per subdivided room)
- Wright City branch – 133 occupants

The set-up of tables and chairs are the responsibility of the group and must be accounted for within the reserved time. Reservations for meeting rooms must include time for the group to set up tables and chairs.

Groups meeting at the Library are responsible for their own publicity. Use of the library meeting rooms does not imply Library endorsement. All announcements, press releases, flyers and other promotional materials for a meeting held at the Library must not state or imply the Library's endorsement or sponsorship of the event or the organization; must clearly state the sponsoring organization/group's name and only refer to the Library as the location of the meeting or event; and must include an audience age recommendation for their meeting, in compliance with 15 CSR 30-200.015 of Missouri State Regulations. The audience age options are:

- All Ages
- PreK (ages 0-5)
- Children (ages 5-11)
- Young Adult (ages 12-18)
- Adult (ages 18+)

Under state regulations, groups do not need to police the audience age for their meeting or event; they are only a recommendation.

Groups may not use the Library's name or address as their own address or headquarters location, or store their property at the Library between meetings. The Library telephone number may not be placed on the publicity, as the Library is not a source of information concerning the event. The sponsoring group must use its own telephone number for publicity.

Refreshments may be served, but groups may not prepare food on Library property. Groups are responsible for providing their own supplies (coffee cups, napkins, etc.).

Outside catering for organization meetings is permitted. If a group is planning to have food catered to their meeting in the Library, a representative of the group should meet the caterers outside the front of the Library and escort them to the meeting room. Library staff is unable to assist you with your catering set-up.

Under normal circumstances, groups may use meeting rooms only once a month. However, it will be possible to hold a series of more frequent meetings for a specified period of time when approved by the Library administration.

Furniture, equipment or supplies may not be stored on Library property between meetings.

The Library will not be responsible for materials or personal equipment left in the building by users.

Discussion groups studying religious topics are permitted.

Attempting to raise funds for any purpose during a meeting is not permissible. Use of a meeting room to plan a fund-raising campaign or event is permitted.

Alcoholic beverages of any type may not be brought into, served, or consumed on the Library's premises.

In addition, candles or open flames of any kind may not be used in any meeting rooms.

Unless specifically outlined above, all Library District policies shall apply to the use of the Meeting Rooms.

The Library Director or his/her designee has final authority on all matters pertaining to meeting room usage.

Failure to comply with these regulations will result in denial of future use of a Library meeting room and/or immediate removal from the room.

Groups or individuals using meeting rooms and study rooms shall indemnify, defend and hold harmless the Library its trustees, officers, agents, and employees from and against any and all losses, damages, claims, costs, suits, actions of any kind, arising and resulting and accruing from any act, omission or error of the such group or individual and any users, employees, agents, representatives, guests, invitees, resulting in or relating to personal injuries or property damage arising from the group's or individual's use of the Library.

Adopted January 15, 2019; revised January 16, 2024.

Scenic Regional Library
Meeting Room Key Responsibility Form

Branch _____

Name _____ Phone number _____

Organization _____

Reservation date _____ Reservation time _____

Key Identification Number _____

By signing below, I acknowledge that I have read, understand, and agree to comply with Scenic Regional Library's Meeting Room Policy.

Signature _____ Date _____

Effective January 16, 2024