

# MEETING ROOM USE POLICY AND PROCEDURES

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The primary purpose of the Six Mile Regional Library District meeting rooms is to provide facilities for Library activities and functions. When the rooms are not needed for Library use, they may be made available for meetings and programs and professional organizations with which the library is affiliated.

## Public Use of Meeting Rooms

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In keeping with its mission, Six Mile Regional Library District offers meeting room space to the public for educational, cultural, civic, and recreational purposes, subject to the rules outlined below. The Library welcomes the use of its meeting rooms by nonprofit groups based in the Six Mile Regional Library District service area, or groups which have a significant number of SMRLD members. Failure to abide by this policy may result in cancellation or refusal of future reservations.

In allocating the use of meeting rooms, the Trustees of the Library and Library staff shall not discriminate on the basis of the political or religious beliefs of applicant groups, or on any other constitutionally or statutorily-prohibited basis. However, the provision of meeting room space is not the primary mission of the Library. No use of meeting rooms that is likely to disturb Library patrons in their customary use of Library facilities, impede Library staff in the performance of their duties, or endanger the Library buildings or collections will be approved or permitted.

Use of meeting rooms for Library purposes shall take precedence over all other uses. Permission to use Library meeting rooms does not constitute or imply Library endorsement of the aims, policies or activities of any group or organization, or the views expressed in the meeting. The fact that an organization is permitted to meet at the Library does not constitute an endorsement of the organization's beliefs by the library, its staff, or the Six Mile Regional Library District Board of Trustees.

Reservations for meeting room space are on a first-come, first-serve basis. Library meetings have priority and the Six Mile Regional Library District reserves the right to preempt any scheduled meeting. The Library will make every effort to give advance notices of such preemption.

Groups using Library meeting rooms must not use advertising and publicity which imply that their programs are sponsored, co-sponsored, endorsed or approved by the Library, unless written permission to do so has been previously given by the Library's Executive Director. The Library is not responsible for the content of the meetings held. The following disclaimer must be included in all written publicity material about the event:

*The Six Mile Regional Library District provides library meeting space as a community service. The Library neither sponsors nor endorses this event nor the presenting individual(s) or organization(s).*

Reservations may be made no more than three months in advance. No group may consider the Library its permanent meeting place or use the Library as its mailing address.

## Eligibility

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All meetings must be reserved by a SMRLD resident who is 18 years of age or older and be held during regular library hours. The person making the reservation shall have a valid SMRLD library card in good standing.

Meeting rooms are available to groups regardless of the beliefs and affiliations of their members. Permission to use a meeting room does not imply endorsement of any organization or program subject matter.

Meeting rooms are not available for use by for-profit groups or businesses unless such use is for non-profit purposes. As for the use of meeting rooms by any individual or groups, the individual or groups may not market or promote a specific service, product, person, or business, or which seeks in part to market or generate new business for a for-profit business or a professional service.

Upon request, individuals and groups shall provide Library staff with such materials and information related to ensuring qualification under this policy. Failure to provide this information in a timely manner is grounds for denial of the reservation request and/or cancellation.

No meeting rooms shall be reserved for use which would be in violation of federal, state or local laws or other policies of the Six Mile Regional Library District. The Library has the right to define activities that are too noisy for a divided room booking.

## Terms of Use

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1. Meeting rooms of the Six Mile Regional Library District are designed to meet general informational, educational, cultural, and civic purposes. The room may be used for educational, cultural, informational or civic activities and may include lectures, panel discussions, workshops and other similar functions.
2. Meetings must be held during the Library's operating hours and conclude at least 15 minutes prior to closing. Meetings may be scheduled only on days when the library is open and during regular operating hours. Cleanup must be completed before the Library closes.
3. All meetings, without exception, must be open to the public.
4. All meetings must be free of charge. No admission charges, requests for donation or items for sale will be approved by the Library. Meeting rooms shall not be used for commercial purposes, for the solicitation of business, for profit or for fundraising other than fundraising that supports the Library, unless specifically permitted by the Library's Executive Director. No goods or services shall be promoted, sold or

exchanged upon the premises. This includes the collection of money to cover the cost of meeting and/or printed material and the collection of "free-will" offerings. "Solicitation" is any act or attempt to advertise, market, or sell any product or service or to seek membership in any organization, or to obtain a donation/contribution.

5. A group or individual cannot transfer use of a Library meeting room.
6. No distribution of campaign or party/group related buttons, flyers, posters, etc. in the building or on the property
7. Fire code requires that no group shall exceed the room capacity. Facility users are responsible for checking for posted fire exits and evacuation procedures.
8. Use of any open flames, including incense or candles is prohibited.
9. The use of tobacco products and alcoholic beverages is prohibited in the Library; this includes smoking, chewing, and vaping.
10. The Library provides no kitchen facilities; groups wishing to serve limited refreshments may do so only with the permission of Library Administrative Staff. All food or drink must be kept within the meeting room. The Library provides no serving equipment. The Library may collect a fee in this regard.
11. Groups are responsible for ADA (Americans with Disabilities Act) requirements and for providing requested accommodations for meetings or programs. A statement regarding the availability of accommodations must be included in all publicity or notices. Sample statement for publicity: *If you need accommodations to access this meeting or program, please contact (name of person or organization) one week in advance of program or meeting.*
12. The user must restore the meeting room, including furnishings, to the conditions existing prior to use. The user agrees to pay for all damages or losses incurred to the room or its contents, as well as the cost of excessive clean up. If there are any questions about the condition of the room, users are advised to contact a Library staff member.
13. Prior to the use of a Library Meeting room, Library Staff reserves the right to review any signage, decorations, or literature to be displayed in the meeting room for compliance with the meeting room policy. Fliers, signs, or other notices cannot be attached to the painted walls, the ceiling tiles, or any glass surface.
14. Users may not store or leave equipment, supplies, or personal belongings in the Library. The Library is not responsible for lost or stolen items.
15. Persons using the meeting rooms must abide by the Library Rules of Behavior.
16. Library staff or representatives may enter at any time and on any occasion.
17. Use of any Library facility phone number as a contact phone number for the meeting/event scheduled, including but not limited to written, verbal, or internet, to promote the event is prohibited without prior approval by Library Administration. The Library will not serve as a point of information referral for patrons who may have questions regarding the meeting or who wish to contact the meeting organizers. Use of any Library business/staff phone is limited to emergency calls.

# Procedures

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1. An authorized adult representative of the group must request use of the meeting room and fill in the form at least one week prior to the event. By signing the form the applicant agrees that the Six Mile Regional Library District Meeting Room Use Policy applies to the requested use of the space and has been read and understood. Failure to abide by the Policy may disqualify the group from future use of the room.
2. Submit the application at the Library where the proposed meeting will be held. The Library will review and approve or deny all applications based on the Meeting Room Use Policy. When in doubt, the application will be referred to the Library's Executive Director for consultation.
3. By signing the application, user(s) accept responsibility for damage or loss to Library's meeting room equipment and furnishings. The person who signs the application is responsible for the conduct of the group. Groups sponsoring events are responsible for liability of the participants, both active participants and the audience, in any program on Library property.
4. Any fees due to the Library are to be collected prior to use of the meeting room.
5. Any applicant denied use of a Library meeting room may appeal the denial in writing to the Executive Director. The Director will review the application and respond in writing to the applicant.
6. The Library reserves the right to cancel a scheduled meeting for any reason. The Library will make every effort to avoid a cancellation but does reserve the right.
7. Library staff should be notified in advance of cancellations.

If you have additional questions about use of the meeting room contact: 618.452.6238 ext. 302 or email the library at: [adminassist@smrld.org](mailto:adminassist@smrld.org)