

Room Reservation & Usage

The St. Charles City-County Library ("Library") provides event rooms, community rooms, conference rooms, and study rooms for use by individuals, community groups, businesses, and organizations.

Rooms are available regardless of the beliefs or affiliations of the individuals or groups requesting their use. Use of Library rooms does not imply the Library's sponsorship or endorsement of the subject matter presented or the views advocated. Presentations by outside individuals or groups do not constitute Library-sponsored events and are not subject to the provisions of 15 CSR 30-200.015 regarding age-appropriate content.

This policy is not exhaustive; all other Library policies apply during room usage. The Library will review requests that fall outside the categories or conditions outlined in this policy.

Types of Rooms

Library locations offer different room types with specific functions and parameters. Not all room types are available at every location. Guidelines for each room follow under the section titled **Guidelines**.

1. Event Rooms - May be reserved in advance for public or private events. Fees apply. Event rooms are currently available exclusively at Spencer Road Branch.
2. Community and Conference Rooms - Community rooms have tables and chairs that may be moved by individuals or groups using them. Conference rooms are furnished with a conference table and chairs, and the room set-up cannot be changed. Some technology and equipment may be available.
3. Study Rooms - Rooms designed for individuals or small groups for quiet work and study.

Prioritization

In case of a conflict, the Library reserves the right to revise any scheduled arrangements and to preempt established reservations with reasonable notice to the applicant. When such conflicts arise, the order of prioritization will be:

1. Library classes and events
2. Polling locations on election days
3. Events sponsored by the Friends of the St. Charles City-County Library ("Friends") or the St. Charles City-County Library Foundation ("Foundation")
4. Reservations by individuals, community groups, businesses, and organizations

Conduct & Liability

To ensure the safety of participants, staff, and property, all users must follow these guidelines:

1. The Library is not liable for injuries or accidents resulting from user negligence.
2. The Library is not responsible for lost, stolen, or left-behind personal items. Equipment and supplies may not be stored on-site.
3. Room use must not disrupt Library operations or other patrons.
4. All applicable Library policies must be followed.
5. Room occupancy must not exceed posted capacity.
6. Open flames (e.g., candles, gel fuel, torches, grills) are strictly prohibited.
7. Confetti, glitter, birdseed, and similar materials are prohibited unless part of a Library-sponsored event.
8. Cleaning or damage fees may be assessed if a room is not returned to its standard setup or is left in poor condition.

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9. Users agree to indemnify and hold harmless the Library, Board of Trustees, staff, and agents against any claims, damages, or losses resulting from room usage, including damage to Library facilities or equipment.
10. Alcohol may only be served:
 - With prior written approval from the Library CEO
 - By a licensed, insured third-party vendor in compliance with all applicable laws and ordinances
11. The CEO has final authority to approve or deny any room use.

General Guidelines for All Rooms

1. Rooms may be reserved by residents and by those who own property in St. Charles County. A valid Library card in good standing is required to reserve any room at the Library, and the cardholder who made the reservation must be present for the duration of the reservation.
2. Rooms will be reserved starting one half hour after the Library opens and ending one half hour before the Library closes. Individuals and groups must be finished in sufficient time to vacate the reserved room by the end of their scheduled reservation.
3. The Library cannot guarantee room availability for individuals and groups who do not arrive for their reservation in a timely manner. Reservations will be held for 10 minutes past their start time. If a group does not arrive or contact the Library within that time, the room will be released and made available to others. Repeated occurrences may result in the revocation of reservation privileges.
4. If 10 minutes late for a room reservation, the room is forfeited; two no-shows within a 90-day period incur a temporary ineligibility to reserve rooms for 45 days
5. The Library reserves the right to cancel, reschedule, or move confirmed room reservations.
6. Use of the Library's logo, contact information, or branding is prohibited unless expressly approved in writing by the Library.
7. The Library reserves the right to enter any event held in its facilities.
8. The Library reserves the right to make discretionary decisions about all room reservations and usage.
9. Admission fees, selling products or services, or securing contracts of commitment to services provided elsewhere may not be conducted before, during, or after any functions occurring at the Library. Exceptions may be made for events and programs sponsored by the Library, the Friends, or the Foundation. The Friends, the Foundation, or qualified 501(c)(3) nonprofit organizations may conduct fundraising activities or exchange money for nonprofit purposes, with prior approval from the Library Administration.

Additional guidelines apply to each specific type of room:

Event Rooms

1. The responsible party must be 18 years of age or older to reserve an event room, and the cardholder who reserved the room must be present for the duration of the reservation.
2. Individuals, community groups, businesses, organizations, or subgroups thereof (e.g., a committee or special interest group) may use an event room.
3. Event rooms may be reserved up to 12 months in advance, once per calendar week, and for no more than 8 hours per month. Extended use is at staff discretion.
4. Individuals and groups reserving an event room will be charged a fee for usage. Friends of the Library and the St. Charles City-County Library Foundation are exempt from event room usage fees.

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5. Failure to pay the required fees at least one week in advance will automatically cancel the room reservation. If the reservation is made with less than one week's notice, payments must be paid within 24 hours of reservation acceptance.
6. A cancellation for an event room reservation payment will incur an administrative fee.
7. A no-show for an event room will not be eligible for refunds.
8. A preferred caterer must be used for all food services except light refreshments.

Community and Conference Rooms

1. The responsible party must be 16 years of age or older to reserve a community and conference room, and the cardholder who reserved the room must be present for the duration of the reservation.
2. Individuals, community groups, businesses, organizations, or subgroups (e.g., a committee or special interest group) may use a community or conference room.
3. Community and conference rooms may be reserved up to 3 months in advance, once per calendar week, and for no more than 8 hours per month. Extended use is at staff discretion.
4. The public must be permitted to attend and participate in anything held in these rooms (except lawful executive sessions of government bodies). Due to the public nature of community and conference rooms, reservation requests will not be protected as Library User Records, as described in Privacy of Library Circulation Records, but will be treated as public domain.
5. The reserving group is responsible for setting up and taking down tables and chairs within the reservation time. At the end of a reservation, the room must be left in the same condition as it was found, including resetting the room's tables and chairs to the original layout.
6. Light refreshments may be served, but individuals and groups may not prepare food on Library property.
7. Individuals and groups are responsible for providing their own supplies and for all cleanup.

Study Rooms

1. The responsible party must be 12 years of age or older to reserve a study room, and the cardholder who reserved the room must be present for the duration of the reservation. Individuals under 12 years of age may use study rooms with an adult present.
2. Study rooms may be reserved up to 2 weeks in advance, with a maximum of 3 reservations per calendar week. Extended use is at staff discretion.
3. Individuals with or without a valid Library card may use a study room without a reservation on a walk-in basis if rooms are available.
4. Light refreshments are permitted, but individuals and groups may not prepare food on Library property.
5. Study rooms must be left in the same condition as they were found.