

## Room Reservation & Usage

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

Rooms are available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Use of the rooms does not imply the Library's sponsorship or endorsement of the subject matter to be discussed or the ideas for which the group advocates. Presentations by groups or individuals using rooms under this policy do not constitute Library events and, therefore, are not subject to 15 CSR 30-200.015's provision on age-appropriate designations.

This policy is not exhaustive; and all other Library policies apply during room usage. Room requests that do not clearly fall into categories or situations as outlined in this policy will be reviewed by the Library.

### Types of Rooms

There are a variety of types of rooms available at Library locations, each of which have 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 - Rooms may be used for public or private events. To be reserved in advance. Associated fees.
2. Meeting & Conference Rooms - Meeting rooms have tables and chairs that may be moved by groups using the rooms. 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 meeting 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 these guidelines must be followed during all room reservations at the Library:

1. Injuries or accidents that result from carelessness of the applicant or participants are not the responsibility of the Library.
2. The Library is not responsible for an individual's personal property. Equipment, furniture, or supplies may not be stored on Library property and the Library assumes no responsibility for items left on the premises

3. Use of the Library's rooms must not disrupt the orderly conduct of the Library, its programs, or activities. All Library policies apply to the use of Library rooms.
4. Groups must comply with the room capacity as set by the Library.
5. The unauthorized use of open flames, such as canned heat, gel fuels, candles, gas grills, torches, etc. is strictly prohibited.
6. The use of confetti, glitter, bird seed, or other similar materials is prohibited, except when used in designated Library events.
7. Fees may be assessed to compensate for rooms not being reset to the standard set up, left with large messes, or for any damages to Library property or equipment.
8. Individuals, groups, and organizations using Library rooms agree to indemnify and hold harmless the Library, its Board of Trustees, staff, and agents, from and against any and all liabilities, losses, damages, costs, and expenses of any kind which may be suffered by, incurred by, or threatened against the Library, the Board of Trustees, or any of its staff or other agents on account of or resulting from injury, or claim of injury, to person or property arising out of the organization's use of the Library, including but not limited to damaged or missing equipment and fixtures, and any and all structural interior or exterior damage to the Library.
9. In accordance with the Library policy on Distribution and Consumption of Alcohol on Library District Grounds, any alcohol provided at an event:
  - a. May only be permitted when authorized by the CEO
  - b. May only be served by third party vendors that are licensed and insured to serve alcohol in the state of Missouri, and are acting in compliance with all applicable county and city ordinances and regulations governing the sale or distribution of alcohol
10. The CEO of the St. Charles City-County Library has the final authority to grant or refuse permission for facility use.

### **Guidelines**

The Library prescribes guidelines to ensure the responsible, safe, and orderly use of its meeting rooms.

These guidelines apply when reserving any type of room at a Library location:

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 during regular Library hours, and groups must be finished in sufficient time to vacate the reserved room by the end of their scheduled time.
3. Due to high demand, the Library cannot guarantee room availability for 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 revocation of reservation privileges.
4. The Library reserves the right to cancel, reschedule or move confirmed room reservations.
5. Use of the Library's logo, contact information, or branding to indicate sponsorship is prohibited unless expressly approved in writing by the Library.
6. The Library reserves the right to enter any event held in its facilities.
7. The Library reserves the right to make discretionary decisions about all room reservations and usage.

8. Admission fees, selling products or services, or securing contracts of commitment to services provided elsewhere may not take place before, during or after any functions occurring at the Library. Exceptions may be made for events and classes sponsored by the Library, the Friends, or the Foundation.

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 at any Library location one time per calendar week (Sunday through Saturday).
3. Groups reserving an event room will be charged a fee for usage.
4. Failure to pay any required fees at least 24 hours in advance will result in automatic cancellation of the room reservation.
5. A preferred caterer must be used for all food services, with the exception of light refreshments.

#### *Meeting & Conference Rooms*

1. The responsible party must be 16 years of age or older to reserve a meeting or 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 thereof (e.g., a committee or special interest group) may use a meeting or conference room at any Library location one time per calendar month.
3. The public must be permitted to attend and participate in anything being held in these rooms (except lawful executive sessions of government bodies). Due to the public nature of meeting and conference rooms, reservation requests will not be protected as Library User Records, as described in Privacy of Library Circulation Records, but treated as public domain.
4. Set-up and take-down of tables and chairs are the responsibility of the reserving group and must be accounted for 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.
5. Light refreshments may be served, but groups may not prepare food on Library property.
6. Groups are responsible for providing their own supplies and for all clean up.

#### *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.
3. Study rooms may be reserved one time per calendar week (Sunday through Saturday) .
4. 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.
5. Light refreshments may be served, but groups may not prepare food on Library property.
6. Study rooms must be left in the same condition as they were found.