

# Poplar Bluff Municipal Library Meeting Room Policy

## Eligibility

The Poplar Bluff Municipal Library District's (Library) meeting rooms are intended primarily for Library, Friends of the Library, and Library Foundation meetings, programs, and events.

When not needed for these purposes, the Library welcomes community groups and organizations, local businesses, and individuals to reserve meeting spaces to engage in educational, cultural, or intellectual activities.

Permission to use Library meeting rooms is revocable and does not constitute a lease. Provision of meeting room space to a group does not constitute or imply endorsement or sponsorship by the Library.

Anyone using the Library's meeting rooms must abide by the terms of this policy and the Library's Code of Conduct.

Due to facility constraints, meeting rooms may not be used for personal events such as weddings, funerals, parties, reunions, or other social events at this time.

## Scheduling

1. Meetings may not conflict with Library programs; in the event of such a conflict, the Library program will receive priority.
2. Most meeting rooms may be reserved up to six months in advance.
3. No business, group, individual, organization, or sub-group thereof (e.g., a committee or special interest group) may use a meeting room at any one location more than twice in a 30-day period. The Library Director may make exceptions for special one-time community events sponsored by a non-profit group to be held on a more frequent basis.
4. Rooms will only be scheduled for use during regular Library hours, and meetings must be finished in sufficient time to vacate the building by the time the Library is scheduled to close for the day.
5. Individuals and small groups (2-4 people) may use a small meeting room or study room on a walk-in basis for up to 3 hours, if it is not reserved for that day.
6. The Library reserves the right to change or cancel reservations for meeting rooms. If changes or cancellations are necessary, the Library will provide the affected group with as much notice as possible. The Library reserves the right to relocate a group to a different meeting room.

## Facility Use

1. Use of the Library's meeting rooms must not disrupt regular Library service and operations. The Library Director or designee is authorized to terminate the meeting of any group that violates Library policies and regulations.
2. Individuals, groups, and organizations must comply with the room capacity limit as set by local fire code.
3. Tables and chairs are provided. Special arrangements of tables and chairs for the Theater should be requested at the time of booking. At the end of a meeting, the room must be left in the same condition as it was found.
4. Requests to use Library-owned equipment (i.e laptop lab) should be made at the time of booking.
5. Requests to serve refreshments should be made at the time of booking and will require an additional cleaning fee. Refreshments must be consumed in the meeting space, and no food or drink with red dye should be served.
6. In the event that a meeting is canceled, the Library must be notified 24 hours in advance so that the room may be made available to others.
7. Hazardous materials including, but not limited to, paints, solvents, and explosives are prohibited. Candles or open flames, except Sterno for chafing dishes, are prohibited.
8. Furniture, equipment or supplies may not be stored on Library property. The Library assumes no responsibility for items left on the premises.
9. In the event of a Library building emergency or weather-related emergency, the Library reserves the right to cancel the meeting.
10. Groups may not imply Library sponsorship of their meeting, program or organization unless sponsorship is expressly approved in writing by the Library.
11. In compliance with [15 CSR 30-200.015](#) of the Missouri State Regulations, any marketing or announcement of any event or meeting on Library grounds is required to include the appropriate age designation of children (0-12), teen (13-17), adult (18+), or all ages. Any library cardholder or resident of the Library's service district may formally request the reconsideration of age designations through the reconsideration process.

## Responsibility

1. Those using Library-owned equipment and facilities shall assume financial responsibility to reimburse the Library for the repair of damaged equipment, repair of damage to the building interior, or the replacement of missing equipment.
2. Individuals, groups and organizations using the Library meeting rooms agree to indemnify and hold harmless the Library, its Board of Trustees, administration, staff, and volunteers, 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, administration, staff, or volunteers 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.

The Library Director or designee is responsible for reservations of meeting spaces and has the right to make exceptions to better serve patrons and the community. This decision can be appealed to the Board of Trustees.

Failure to observe these rules may result in the denial of use of the meeting place by the individual, group, or organization concerned.

***Non-Discrimination Statement***

*Poplar Bluff Municipal Library District is an equal employment opportunity employer. It also complies with all federal, state and local laws protecting job applicants, employees, volunteers, presenters, and library users by prohibiting discrimination based on race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability, or genetic information.*

Approved Board of Trustees 6-5-2023; Approved 10-7-2024.