

**Poplar Bluff Municipal Library**  
**User Room Reservation and Rental**  
**Policy, Procedures, and Guidelines**  
**Library Board of Trustees**  
**June 1, 2015**

**I. Overview**

The Poplar Bluff Municipal Library (Library) has exclusive control of its building and facilities. Providing meeting space in designated areas for library sponsored events, business and industry, and community groups meets the mission of the library. These policy, guidelines, and procedures attempt to provide fair and equitable access to the Board Conference Room, Library Theater, and Sensory Garden by balancing the needs of the community, civic groups, and businesses and industry with the periodic needs of other user groups. Events not sponsored by the library are scheduled according to the following policies and guidelines.

- The Library cannot guarantee confidentiality as meeting spaces are not sound proof.
- The Library does have security cameras in place.
- All meetings must be open to the general public and may not discriminate against any group or individual because of religion, ethnic origin, age or gender.
- The meeting spaces are available for education, cultural and civic betterment purposes.
- The room may not be used for the selling or trading of any product or service for profit or commercial gain.
- The signer of the user's agreement is responsible to insure that payment is made prior to the event start and condition of the space after the event.
- Groups and individuals must insure peaceful assembly and may not incite civil discord.
- Any group wishing to assemble peacefully must either book a space and pay all charges related to room use. Otherwise groups may assemble on the public sidewalks outside the building and may not impede library users coming into the library or leaving the facility.
- The Library Director or designee is responsible for the implementation and enforcement of the user guidelines and policies. In the best interest of the library, the Director may deny use of the room. The Director's decision may be appealed to the Board of Trustees who has final say.

**II. Priorities for Scheduling**

Events sponsored by the Library have first priority for meeting room use and are exempt from fees and deposits.

## **A. Use of Space**

### **Non-Profit Groups**

Categories are as follows:

Non-Profit Groups (501(c)3)

Non-Profit civic groups such as Kiwanis, Rotary, Lions, Garden Club, Literary Clubs—this list is not intended to be exhaustive but exemplary in nature.

Public Schools (Butler County and contiguous counties) and Private schools, Colleges, and Universities

### **Government**

Incorporated cities in Butler County and contiguous counties

County Government (Butler and contiguous counties)

**Business and Industry**—Training and business meetings. Sales of services and products is prohibited.

**Professional service providers**--Law firms, medical practices, etc.

**Health care providers**--Hospitals, clinics, and public health agencies, etc.

**Political Subdivisions**--Drainage Districts, Fire Protection Districts, Senior Tax Boards, etc.

- These meeting spaces may not be used for private social events such as birthdays, showers, and wedding receptions, etc.
- Organizations promulgating points of view must make their meetings open to the public and must insure the free speech of all attendees and must not incite civil unrest.

### **Students**

Students needing group study space may use the Board Conference Room on a space available basis and with permission of the floor librarian. Students must be enrolled at any Butler County school or accredited college or university. Students must provide student ID as proof of enrollment and residency. Students must vacate the space after two hours

## **B. Reservation Policies**

- Reservations must be made at least 2 days before an event. Rooms may not be reserved more than 12 months before an event.
- Groups may reserve meeting space once each month. The Library Board of Trustees may allow and at the discretion of the Library Director special one-time community events sponsored by a non-profit group to be held on a more frequent schedule. (Example: a series of educational seminars)

### III. Paperwork and Fees

Reservations are scheduled upon prompt payment of the required fees. Credit card payment is accepted via telephone or in person. Non-profits are required to provide proof of 501(c)3 status and may have fees waived with Board approval and the recommendation of the Director. In the interest of public safety (Fire, Law enforcement, Emergency Management, Emergency Medical agencies), fees may be waived.

The following must be turned in at the Main Desk within two days of making the reservation:

- Event form and agreement with all signature areas signed (may be faxed, mailed\*, or emailed as an attachment)
- Appropriate room rental and equipment fees—may be paid by mail\*, in person or by telephone.

\*If mailed, please put Attention: Room Reservations.

In no event will any group wishing to book a room be allowed to enter until all paperwork is completed and fees paid.

#### A. Reservation Times

**Hours Available**--Meeting rooms are available Monday through Thursday, 9 a.m. to 7 p.m., Friday and Saturday, 10 a.m. to 5 p.m., and Sunday 1 p.m. to 5 p.m. September through May. Reservations may not be made for days the Library is closed for holidays.

**After Hours**--If reservations are needed for times beyond open Library hours, users must pay \$100 per hour for each hour used. Partial hours are not prorated.

**Conference Room**--\$25.00 per hour. Events requiring more than one hour may pay a half day rate of \$50 or full day rate of \$75. . Students as identified above may use the conference room for free for up to two hours. f students want to use the space longer and it is available, they must pay \$10.00 per hour access fee. If students need access to technology equipment as described below, all applicable fees apply.

**Library Theater**--Less than 2 hours is \$75.00 ; 2 to 4 hours--\$100; and 4 or more hours--\$150

Fees include folding chairs and tables for the Theater and Conference Room only.

**Sensory Garden**--\$40.00 per hour. Events requiring more than one hour may pay a half day rate of \$75 or full day rate of \$150.00. Event privacy cannot be guaranteed in the Sensory Garden. Event organizers must use a commercial vendor for tents, chairs, and tables. Damage to grounds or plants are the responsibility of the event organizer and must pay for any damages that may be incurred. Set up must be coordinated among the organizer, vendor, and Library Building Administrator.

**Equipment and Technology**--There is a \$50.00 charge for use of front screen projector, Smart Board, sound equipment and mics, and other staff technology assistance outside of basic WiFi. Equipment needs must be specified as a part of the usage agreement. Equipment may not be available if not specified in the usage agreement due to staff availability and scheduling. These fees must be paid in advance. A responsible party must be available for training prior to the event. Any damage to the equipment is the responsibility of the event organizer. Users may not bring in their own equipment without prior approval and contact with the Building Administrator to insure all safety needs are met.

**Copies, Printing, Scanning, Faxing**--A copier (\$.25 per page) is available in the library. No fax service is available, but free scanning services are available with USB storage. Guest passes are available for printing documents (\$.25 per page) from any library computer to print documents to a library printer. Credit card payment is accepted.

**Overages**--Groups occupying the meeting room beyond the scheduled block of time will be assessed an hour overage fee at double the stated rate.

**Food and refreshments**—There is a \$100.00 charge

**Cleaning and Damages**--If determined there is out of the ordinary cleaning needed or if there are damages, the organization will be billed for actual costs. It is strongly suggested users request a room inspection with a library staff member before exiting the premises.

**Cancellations**—There is a \$10.00 surcharge with the remainder refunded by check via U.S. Mail. Groups failing to cancel forfeit all fees. Allow at least 10 business days for refund.

#### **IV. Room Capacity**

In no case will meeting room capacities exceed capacity as defined by the City of Poplar Bluff Fire Department.

#### **Room Occupancy Limits**

- Conference Room = 20
- Upper Lobby (each Side ) = 45
- Lower Section (Children) = 60
- Lower Stage Area With Table and Chairs = 70, Chairs Only = 150, Standing = 200
- Sensory Garden=150

#### **V. Cancellation**

Cancellations must be submitted in writing (email or letter) by the group's primary contact person at least 24 hours prior to the scheduled event. Email [library@poplarbluff.org](mailto:library@poplarbluff.org) or may be delivered to Poplar Bluff Municipal Library, 318 North Main Street, Poplar Bluff, MO 63901 Attention: Room Reservations for cancellations. Repeated cancellations may make a group ineligible for future reservations.

#### **VI. Emergencies**

The Library reserves the right to cancel a reservation in an emergency situation. In the event of an emergency, or under other conditions requiring the evacuation of the room, all meeting room occupants must expeditiously evacuate the room either exiting the building or going to approved library safe shelter area in the library as directed by library staff. If the user meets less than 50 percent of the time reserved and if possible, the user may reschedule their event on a space and time available basis. In no event shall the library refund the user's money under circumstances beyond the library's control.

#### **VII. Technology Access**

- Staff are available to assist in configuring or loading software on the library laptops for a nominal fee.
- Third party software must comply with the library's security protocol.

- Preloaded software on the library laptops include: Commonly used browsers and standard productivity suites.
- Library provides WiFi access and users must comply with library policies and Code of Conduct in the use of Internet services. Failure to comply will result in immediate non-refundable cancellation of the program with a no-booking restriction on the user.
- Within the library's regularly taught computer classes and on a staff available basis, small groups may request basic Internet, email, operating systems, productivity suite, and online database training classes. Visit the library website for a list of scheduled programs.

## **VIII. General Policies**

### **A. Room Setup**

in coordination with the library's Building Administrator, the User is responsible for setting up the room, including tables and chairs, and all materials required for the meeting. Failure to contact the Building Administrator may result in little or no access to library tables and chairs. Staff are not available to setting up the room or to move chairs and tables.

- If a lectern is required, this must be stated in the agreement.
- Other library furnishings must not be moved into the meeting room.

### **B. Entrances and Exits**

For the safety of all, no entrances or exits may be blocked. No exterior doors may be propped open. If events are scheduled after library hours, a library staff member will be available to allow event attendees to enter and exit the building.

### **C. Other**

**Window Shades**--Shades may be closed for presentations.

**Food and Drink**--Food may be served at events for an additional charge. No cooking is permitted. Events may be catered. Food and drink are not allowed outside the meeting space.

**Sound and Noise**--Use of the meeting room sound system must not interfere with library operations. Sound and noise must be confined to the reserved space and must not bleed over into the children's library or main floor.

**Decorations and Signs**--No decorations or signs may be attached to the ceilings, walls, or woodwork.

- Candles are prohibited.

- Live plants must be in appropriate containers to protect furniture and floors.
- One sign may be placed outside the meeting space and at the front entrance to the library—not on doors or windows. Signs may not be posted more than one hour prior to an event and must be removed after the meeting.

**Deliveries, Supplies and other Property of the User**--Vehicles may drop off large items to be used in the event, but these must stay on paved parking lot or street areas. The Library staff will not be responsible for receiving any delivered items needed for meetings such as copies of documents, extra furnishings, etc. The Library cannot act as pick-up station for shipping and mailing companies.

- The Library will not be responsible for any items, supplies, materials, or equipment brought in by User. The Library will not provide storage facilities or supplies of any kind.
- All personal property must be removed from the room after the meeting. Items remaining in the rooms will be discarded by building staff.

**Parking**--Event organizers and guests must use the designated parking lot, or street parking on Elm, Main, and Oak. The Presbyterian Church Parking is not designated parking for the Library.

**Advertising**-- User is responsible for all advertising and notification of the event.

- No easels, story boards, large poster boards, table displays, or other advertising media may be placed in the Library to advertise the event activities.
- Brochures and flyers may be placed in the library's brochure rack if it is a non-profit event.
- Library's digital signage is not available for event promotion unless the event is for a non-profit.

**Open Access**--A Library representative must be allowed to enter the room at any time.

**Smoking and Alcohol**--Smoking is not allowed at any time. No alcohol shall be permitted in the building or meeting rooms during operating hours. Exceptions may be granted for after-library-hours. Such exceptions must be requested in writing and approved by the Library Board of Trustees. Should an exception be granted, the sponsoring organization will be responsible for adhering to all state and local regulations governing the consumption and serving of alcoholic beverages.

**Clean-up**--Meeting rooms must be cleaned after a function.

- Trash must be removed, tables wiped, and floor vacuumed in the meeting room. User must dispose of their own garbage by removing from library property. Garbage bags are provided by the library.

- All tables must be wiped down. User is advised to bring a household spray cleaner and paper towels with them for table and chair cleanup. Tables and chairs may be left as set up.
- Vacuuming is required after every meeting. The Building Administrator with the User will designate a location for a vacuum cleaner to be used after the meeting.

**Failure to Clean**--If the room is left unclean or damaged, the expense of repair or cleaning will be billed to the User Agreement signee. (Examples of failure to clean are: vacuuming not done; carpet stains because of spills; damage to wall requiring repainting; etc.)

**Leaving the Building**--Groups must be completely out of the building at closing time unless arrangements and payment have been made for after closing events. Library staff will be in the building to assist with leaving the building and will determine the best exit to use. Users must start clean up early enough to exit the building by the time stated on the user's agreement.