

## Meeting & Study Rooms

### Meeting Rooms

The Meeting Rooms of the Joplin Public Library are made available free of charge to non-profit organizations, government agencies, and groups engaging in educational, cultural, intellectual, or charitable activities.

The Meeting Rooms of the Joplin Public Library may be rented by for-profit organizations or businesses for private use. The Library will set the fee for room use annually. Room time and capacity limits are set by the Library. The following rooms are available for advance reservation:

- Community Room - East, West, or Full
- Conference Room #1
- Dermott Conference Room #2
- Ned B. Chase Jr., M.D. Conference Room #3
- Art Kungle Jr. Conference Room #4

### Guidelines for Use

1. Library-sponsored programs receive first priority.
2. The Library does not advocate or endorse the viewpoint of non-Library meetings or meeting room users.
3. All groups or organizations scheduling a meeting room must agree to the policies and procedures for use.
4. The Library will not reserve its meeting rooms for:
  - a. Sale of goods or services or the solicitation of future sales or services. Use of the Library meeting space for financial gain is prohibited.
  - b. Non-Library related groups selling or promoting items or services, or doing fundraising.
  - c. Activities likely to disturb regular Library functions.
  - d. Birthday parties, baby showers, family reunions, or other such events during open hours.
5. No admission fees or collections will be allowed. Pass-through costs for educational materials may be collected.
6. Use of the Library's A/V equipment must be arranged at the time the room is booked. Groups are responsible for determining their equipment's compatibility with the Library's technology. Arrangements for training on how to use equipment must be made in advance. Groups will be held responsible for any damage to, or theft of, Library property.
7. The organization or individual is responsible for room arrangement. Trash must be placed in receptacles and the room left clean. Failure to do so will result in a cleaning charge.
8. No materials, equipment, or furniture belonging to the organization may be stored on Library premises, and the Library does not assume responsibility for any materials or items left on the premises.
9. Alcoholic beverages are prohibited. Food may be catered or brought in by the group.

10. If a meeting is canceled by a group, fees paid in advance will be refunded if the cancellation is 48 hours prior to use. Fees refunded to a credit card will be refunded minus the processing fee. A reservation may be forfeited if a patron is 30 minutes late for a reserved time.
11. 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.
12. Reservations may be made no earlier than six months prior to the event.
13. Reservations by non-Library groups may not be made more than twelve times in a calendar year.
14. Scheduled events must be held during regular Library operating hours and must be finished 15 minutes before Library closing time. After-hours events will be scheduled on a case-by-case basis and will incur additional charges.
15. Events hosted in the meeting rooms must have an age-appropriate designation listed on advertisements or promotional materials.
16. Events hosted by outside groups should have a disclaimer listed on advertisements or promotional materials stating the event is not sponsored by the Library.
17. Hazardous materials including, but not limited to paints, solvents, and explosives are prohibited. Candles or open flames, except Sterno for chafing dishes, are prohibited.
18. The Library reserves the right to attend any meeting except those of governmental bodies closed under RSMo sections 610.010 to 610.200.
19. Due to the public nature of meeting rooms, booking requests shall not be protected as a Library circulation transaction, but treated as public documents.
20. The Library Director or their designees reserve the right to vary policies to better serve patrons and the community.
21. If a question is raised as to the objectives and/or activities of any organization or group requesting use of the meeting rooms, the Board of Trustees shall be the final authority in granting or refusing permission for the use of the room.

### **Study Rooms**

The Study Rooms of the Joplin Public Library are made available free of charge to any individual or small group on a first come, first served basis. Teen Department and Local History Study Rooms are administered at the discretion of each department. Room time and capacity limits are set by the Library.

### **Guidelines for Use**

1. Food may be eaten in the room, provided users clean up after themselves. Drinks must have a lid.
2. The Library reserves the right to relocate a group to a different study room.
3. Study rooms may not be used for:
  - a. Sale of goods or services or the solicitation of future sales or services. Use of the Library study rooms for financial gain is prohibited.

- b. Non-Library related groups selling or promoting items or services, or doing fundraising.
  - c. Activities likely to disturb regular Library functions.
  - d. Birthday parties, baby showers, family reunions, or other such events during open hours.
4. Due to the public nature of study rooms, booking requests shall not be protected as a library circulation transaction, but treated as public documents.
  5. The Library Director or their designees reserve the right to vary policies to better serve patrons and the community.