

I. MEETING ROOMS

A. Availability and Fees

MEETING ROOMS

1. The Meeting Rooms of the Joplin Public Library are made available free of charge to any non-profit organizations engaged in educational, cultural, intellectual or charitable activities.
2. The Meeting Rooms of the Joplin Public Library may be rented by for-profit organizations or businesses for non-commercial use, such as training seminars, etc., to which the public is not invited. The Library will set the fee for meeting room use annually.
3. The following rooms are available for advance reservation:
 - Community Room - East only, West only, or combined
 - Conference Room #1
 - Dermott Room
 - Unconference Room

STUDY ROOMS

1. 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.
2. If all of the Study Rooms are in use, occupants who have been there more than 4 hours will be asked to vacate their room should there be a waiting list.
3. The following rooms are available on a first come, first served basis
Study Rooms 1-5

B. Guidelines for Use

1. Library sponsored programs receive first priority.
2. The purposes and objectives of these organizations or groups must not violate the public interest.
3. The Library does not advocate or endorse the viewpoint of non-Library meetings or meeting room Users.
4. All groups or organizations scheduling a meeting room must fill out the Application for Meeting Room (Appendix C) prior to the day of its use.
5. The Library will not reserve its meeting rooms for:
 - a. Use of the Library meeting space for financial gain. No sale of goods or services or the solicitation for future sales or services will be permitted.
 - b. Non-Library related groups selling or promoting items, services, or doing fundraising.
 - c. Activities likely to disturb regular Library functions.
 - d. Birthday parties, baby showers, family reunions or other such events during library hours.
6. No admission fees or collections will be allowed for any event scheduled in meeting rooms. Pass-through costs for educational materials may be collected. The sale of an author's books during a book-signing event is allowed. Library-sponsored events for the purpose of raising funds for the Library are allowed.
7. 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 properties.

8. 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 \$50 cleaning fee. Groups should schedule their room reservation in such a way to allow for room set-up and clean-up time.

9. 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.

10. Light, non-alcoholic refreshments may be served in the Community Room(s) and Conference Room 1 only but must be catered or brought in by the group, as well as all supplies and service pieces. All refreshments, supplies, and serving pieces must be cleaned up by the group or a \$50 cleaning fee will be assessed. Covered drinks are allowed in any of the rooms. If the carpet or furnishings are soiled during the use of Library facilities, the organization must pay the cost of cleaning.

11. If a meeting is canceled, the Library must be notified at once and at least 48 hours in advance of the scheduled event unless unexpected hazardous weather or other emergencies occur. Fees paid in advance will be refunded if the room is cancelled

48 hours prior to use. No refunds will be given if cancellation occurs less than 48 hours prior to the event. Refunds to commercial groups will be issued within 30 days. Fees refunded to a credit card will be refunded minus the processing fee.

12. Advance reservations may be made but not earlier than six months prior to the event.

13. Reservations by the same group may not be made more than twelve times in a calendar year. This limit applies whether the meetings are held on successive days, once a week for twelve weeks, or once a month for twelve months. Library-related events are exempt from this restriction.

14. Scheduled events must be held during hours when the Library is normally open 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 under a different fee structure. After hours may be available Fridays or Saturdays 6:30-11:00 pm or Sundays 5:30-11:00 pm.

15. 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.

16. Parties utilizing Library meeting rooms must include a "sponsored by" tagline in publicity regarding the activity taking place on Library property

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. *(Adopted by the Board of Trustees March 19, 2018)*