



Meeting Room Policy

The Webster Groves Public Library has a meeting room which seats no more than 100 people.

The meeting room is primarily for the use of the library, library related organizations, and library sponsored programs. When not in use by the library or related organizations, the meeting rooms may be used for meetings of local groups and organizations, or by commercial groups according to the following guidelines and conditions:

A. General Conditions:

1. The room may be booked for free by non-profit groups and Webster Groves businesses holding public meetings that are free of charge and open to the public. A charge for the cost of materials used by participants in a program may be made.
2. The room may be booked by for-profit groups, subject to approval, for a fee. The fee is \$50 for a maximum of two hours, and a 50% deposit will be required at the time of booking, with the balance to be paid the day of the meeting. An additional \$20 is charged for a for-profit group wanting to serve food or drink during its event.
3. The meeting room is not available for private social gatherings, for the benefit of private individuals, or generally for closed meetings, though some exceptions may be approved at the discretion of library administration.
4. Forums or informational meetings for potential elected officials are allowed, but no attendee names, addresses, or e-mail addresses may be gathered at the meeting. No campaign literature or items intended to solicit votes may be distributed on Library property, including at the meeting.
5. No admittance fee may be charged or contributions solicited except for library fundraisers.
6. Goods or materials may not be sold or advertised at the meeting without the permission of the Library Board of Trustees.
7. The size of the group may not exceed the capacity of the room.
8. The group or association is responsible for the security, safety and behavior of the group. Children must be supervised by adult group members, and pickup of children must be monitored by adult members of the group.
9. Use of the meeting space cannot interfere with the normal operation of the Library.
10. Library staff telephones and fax machines are not available for public use. Any use of library resources during the meeting is subject to the rules governing use of those resources for anyone.
11. Library staff will not be responsible for relaying messages to individuals in the meeting room, except in emergencies.
12. Permission for use of the room is never transferrable by any individual or group.
13. No smoking is allowed on library property.
14. No alcoholic beverages may be dispensed or consumed on library property, except during library sponsored events.
15. No open flame is permitted at any time.
16. Any questions or interpretations of this policy will be referred to the Library Board of Trustees and no meetings will be booked until that Board renders a decision.
17. Any infraction of these guidelines may result in loss of facilities use privileges for the group or association.

18. The Library Board of Trustees (and the Library Director as their agent) reserves the right to refuse the use of the library meeting room or cancel any reservation when they deem the action to be in the best interest of the library.

B. Application:

1. Completed applications must be submitted 48 hours in advance of the meeting.
2. In the case of a free, non-profit use of the meeting room, the application must be completed and submitted by a resident of Webster Groves, at least 21 years of age, who shall be personally responsible for the conduct of the meeting, adherence to regulations, the payment of fees or charges, and any damage to Library property. In the case of a for-profit use of the room, application must be completed by an agent or officer of the organization, at least 21 years of age, who will be held legally responsible for the use of the room.
3. In all cases, the applicant shall be in attendance when the meeting room is in use.
4. All inquiries concerning meetings will be referred to the person who completed the application.
5. Cancellation of meeting room reservations is required 24 hours in advance. Failure to notify the Library of cancellation may result in denial of future requests, and in the case of for-profit organizations, in the forfeiture of 50% deposit.
6. Meeting room may be reserved up to a year in advance, but no group may make more than 12 reservations per calendar year, or use the room for more than 8 hours per month, except by permission of the Library Board of Trustees.

C. Refreshments/Equipment:

1. No custodial services are provided in connection with use of the meeting room.
2. Light refreshments may be served in the meeting room and the group or association is responsible for leaving the room in a clean and orderly condition.
3. Groups must, at their own expense, procure any license or permit necessary for the conduct of their meetings and that license or permit must accompany the application for room use.
4. Food and drink must be consumed only in the meeting room.
5. Upon request the Library will provide tables and chairs for use at a meeting. Tables and chairs must be set up and taken down by the group using the room. Tables must be covered to protect them from glue, paint or other materials used in programs.
6. All food, trash and meeting related materials must be removed by the group or association using the room at the end of the meeting.
7. Nothing may be hung on the walls or windows of the meeting rooms.
8. No storage facilities are provided, even for regularly scheduled groups.
9. The Meeting Room is equipped with audio-visual equipment; but use of that equipment is based on the group knowing how to use it. Library staff *may* be available to advise on setup, but we cannot get involved in teaching individuals how to use the projector.

D. Availability:

1. The meeting room is available from 9:15 a.m. to 8:45 p.m. Monday—Thursday; and from 9:15 a.m. to 4:15 p.m. Friday and Saturday. The room must be vacated 15 minutes prior to closing. (8:45 p.m. Monday—Thursday, 4:15 p.m. Friday & Saturday)
2. Meeting rooms will not be available on Sundays.
3. Meeting rooms will not be available when the library is closed due to inclement weather or emergency conditions.
4. The Library is not responsible for costs incurred if a meeting is cancelled due to inclement weather or emergency conditions.

E. Publicity:

1. The library provides equal access to organizations in its service area: the use of the meeting room does not constitute an endorsement of an organization's policies or beliefs.
2. No announcements, press releases, flyers or other promotional materials may state or imply that the program is being sponsored by the Webster Groves Public Library.
3. Groups may identify the Library and provide its address in their publicity for the meeting, but may not use the Library's telephone number or invite potential attendees to contact the Library.

F. Disclaimer:

1. Neither the Webster Groves Public Library Board of Trustees nor its staff shall be held responsible for injury to persons or property that may occur while a meeting room is being used.
2. The Library cannot be held responsible for materials, supplies or equipment owned by the group and used by them in the Library.

Approved by the Board of Trustees, July 18, 2012

Revised by the Board of Trustees, April 20, 2016