



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. Library staff members may book the Meeting Room for Library programs at any time.

When not in use by the Library or related organizations, the meeting room 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 at no charge by non-profit groups and Webster Groves businesses holding public meetings that are free of charge and open to the public.
2. The room may be booked by for-profit groups, subject to approval, for a fee. The fee is, \$25 an hour and a 50% deposit will be required at the time of booking, with the balance to be paid the day of the meeting. The deposit is non-refundable if the meeting is not cancelled 24 hours in advance.
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 candidates for elective office 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. Goods or materials may not be sold or advertised at the meeting without permission from Library administration.
6. The size of the group may not exceed 100 people.
7. 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.
8. Use of the meeting space cannot interfere with the normal operation of the Library.
9. Library staff will not be responsible for relaying messages to individuals in the meeting room, except in emergencies.
10. Permission for use of the room is never transferrable by any individual or group.
11. No smoking is allowed inside the Library.
12. No alcoholic beverages may be dispensed or consumed on Library property, except during library sponsored events.
13. No open flame is permitted at any time.
14. Any questions or interpretations of this policy will be referred to Library administration and no meetings will be booked until Library administration renders a decision.
15. 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.

16. Any infraction of these guidelines may result in loss of meeting room privileges for the group or association.
17. Groups will be held financially responsible for any damages caused to the meeting room during their use.
18. Library administration 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.
19. Groups using the meeting rooms are responsible for assigning an age-appropriate designation for their scheduled event as required by 15 CSR 30-200.015 of Missouri State Regulations. This age-appropriate designation must be listed at the time of application for the use of the room as well as affixed to any promotional materials for said event. Failure to designate the age-appropriateness of an event held in the public meeting rooms can result in the cancellation of the reservation and revocation of permission for future use. Additionally, the public has the right to challenge or object to the age appropriate designation assigned to a reservation. Members of the public can file official objections by filling out a Request for Reconsideration form. See the Library's Request for Reconsideration form and Collection Development Policy for more information.

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, who is 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.
3. In the case of a for-profit use of the room, the application must be completed by an agent or officer of the organization, who is at least 21 years of age, and 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.
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 their 50% deposit.
6. The meeting room may be reserved up to four months 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 administration.
7. Walk-ins will be accommodated on a case-by-case basis.

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 using the room are responsible for set up and take down of tables and chairs. After use, the room should be re-set to its original floorplan. Tables must be covered to protect them from glue, paint or other materials used in programs.
4. All food, trash and meeting related materials must be removed by the group or association using the room at the end of the meeting. Groups who do not leave the room clean and orderly may be denied future use of the meeting room.
5. Nothing may be hung on the walls or windows of the meeting rooms.
6. No storage facilities are provided, even for regularly scheduled groups.

7. The meeting room is equipped with a projector and speakers. The projector's inputs are HDMI, VGA, or composite video (RCA). The speakers' inputs are HDMI, 3.5mm audio jack, or stereo RCA plugs. Cables are available in the room. If your device does not have one of these outputs, you will have to provide your own adapter.

D. Availability:

1. The meeting room is available from 9 a.m. to 9 p.m. Monday—Thursday; from 9 a.m. to 4:30 p.m. Friday and Saturday and from 2:00 p.m. to 5:00 p.m. on Sunday. The room must be vacated promptly at closing.
2. The meeting room will not be available when the Library is closed due to inclement weather or emergency conditions and the Library is not responsible for costs incurred if a meeting is cancelled.

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. No announcements, press releases, flyers or other promotional materials may use the Webster Groves Public Library Logo.
4. 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 the Library staff shall be held responsible for injury to persons or property that may occur while the meeting room is being used.
2. The Library cannot be held responsible for the loss, theft, or destruction of 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

Revised by the Board of Trustees, July 19, 2023

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