

## Room Reservation & Usage

### Purpose

To further its mission, vision, and values, the St. Charles City-County Library provides public access to event rooms, meeting rooms, study rooms, and conference rooms for use by individuals, community groups, and organizations.

Rooms are available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Use of the rooms does not imply the Library's sponsorship or endorsement of the subject matter to be discussed or the ideas for which the group advocates.

This policy is not all-inclusive. Room requests that do not clearly fall into categories or situations as outlined in this policy will be reviewed by Library Administration.

### Types of Rooms

There are a variety of types of rooms available at Library locations, each of which has specific functions and parameters. Not all room types are available at every location. Guidelines for each room follow under the section titled **Guidelines**.

1. **Event Rooms** - Rooms that can be used for public or private events. Should be reserved in advance and may be subject to room set-up and cleaning fees.
2. **Meeting Rooms** - Rooms with tables and chairs that can be moved by groups using the rooms. Some technology and equipment may be available.
3. **Conference Rooms** - Rooms furnished with a conference table and chairs. Room set-up cannot be changed.
4. **Study Rooms** - Rooms designed for individuals or small groups for quiet work and study sessions.

### Prioritization

The Library reserves the right to revise any scheduled meeting arrangements and to preempt established reservations on reasonable notice to the applicant. When such conflicts arise, the order of prioritization will be:

1. Library classes and events
2. Polling locations on election days
3. Library Friends and Foundation events
4. General public

### Conduct & Liability

To ensure the safety of participants, staff, and property these guidelines must be followed during all room reservations at the Library:

1. The Library is not responsible for injuries and/or accidents that result from carelessness, nor is the Library responsible for customer's personal property. By agreeing to these guidelines, customers hold the Library harmless in these circumstances.

**Conduct & Liability (continued)**

2. Use of the Library's rooms must not disrupt the orderly conduct of the Library, its programs, or activities. All Library policies shall apply to the use of Library rooms.
3. Groups must comply with the room capacity as set by the Library.
4. The unauthorized use of open flames such as canned heat, gel fuels, candles, gas grills, and torches, etc. is strictly prohibited.
5. The use of confetti, glitter, bird seed, or other similar materials is prohibited except when used in designated Library events.
6. Any planned usage fees must be paid in advance.
7. Fees may be assessed to compensate for rooms not being reset to the standard set up, left with large messes, or for any damages to Library property or equipment.
8. Individuals, groups, and organizations using Library rooms agree to indemnify and hold harmless the Library, its Board of Trustees, staff, and agents, from and against any and all liabilities, losses, damages, costs, and expenses of any kind which may be suffered by, incurred by, or threatened against the Library, the Board of Trustees, or any of its staff or other agents on account of or resulting from injury, or claim of injury, to person or property arising out of the organization's use of the Library, including but not limited to damaged or missing equipment and fixtures, and any and all structural interior or exterior damage to the Library.
9. The Board of Trustees of the St. Charles City-County Library is the final authority in granting or refusing permission for the use of the facilities.

**Guidelines**

The Library prescribes guidelines to ensure the responsible, safe, and orderly use of its meeting rooms. Some guidelines apply to all rooms and each type has its own additional guidelines as well.

These guidelines apply when reserving any type of room at a Library location:

1. Applications for the use of the event rooms can be made online through the Library's room reservation system or by calling the Library.
2. A valid Library card in good standing is required to reserve any room at the Library.
3. Room bookings may not conflict with events or classes sponsored by the Library, the Friends, or the Foundation; in the event of such a conflict, the Library, Friends, or Foundation event or class will receive priority. The Library reserves the right to cancel, reschedule or move confirmed room reservations to accommodate events and classes sponsored by the Library, the Friends, or the Foundation.
4. Use of the Library's logo, contact information, or branding to indicate sponsorship is prohibited unless expressly approved in writing by the Library.
5. Financial transactions may not take place before or during functions held on Library property, including but not limited to charging for admission, selling products or services, or securing contracts of commitment to services provided elsewhere. Exceptions may be made for events and classes sponsored by the Library, the Friends, or the Foundation.

#### Additional guidelines for **Event Rooms**

1. The rooms can be reserved three months in advance and can be used once during a 30-day period.
2. Events held in the event rooms may be private in nature, including celebrations. The Library reserves the right to enter any events held in its facilities.
3. The responsible party must be eighteen years of age or older to reserve an event room and the card holder that reserved the room must be present for the duration of the reservation.
4. Groups reserving an event room may be required to pay, prior to the use of the room, a cost recovery fee to the Library.
5. All groups serving food and/or beverages in the Event Rooms will be assessed a cost recovery fee for the general cleaning of the rooms.
6. A preferred caterer must be used for all food services with the exception of light snacks and baked goods. The Library maintains a list of preferred caterers in support of this function.
7. In accordance with the Library policy on Distribution and Consumption of Alcohol on Library District Grounds, any alcohol provided at an event:
  - a. Will only be permitted at events authorized by the CEO
  - b. May only be served by third party vendors that are licensed and insured to serve alcohol in the state of Missouri, and are acting in compliance with all applicable county and city ordinances and regulations governing the sale or distribution of alcohol
8. Groups that need to cancel their reservation are required to notify the Library two weeks in advance of their event. Groups who do not arrive or contact the Library within 10 minutes of the scheduled start of their reservation will forfeit their reservation and may face restricted access to room use in the future.

#### Additional guidelines for **Meeting & Conference Rooms**

1. The responsible party must be sixteen years of age or older to reserve a meeting or conference room and the card holder that reserved the room must be present for the duration of the reservation.
2. The rooms can be reserved 45 days in advance and can be used by a group once during a 30-day period.
3. Reservations must be open to the public and the public must be permitted to participate. The Library reserves the right to attend any event or meeting held in its facilities (except lawful executive sessions of government bodies). Due to the public nature of Meeting Rooms, reservation requests shall not be protected as Library User Records, as described in Privacy of Library Circulation Records, but treated as public domain.
4. Set-up and take-down of tables and chairs are the responsibility of the reserving group and must be accounted for within the reservation time. At the end of a reservation, the room must be left in the same condition as it was found, including resetting the room's tables and chairs to the original layout.
5. Rooms will only be scheduled for use during regular Library hours and groups must be finished in sufficient time to vacate the building by the time the Library is scheduled to close.
6. Light refreshments may be served, but groups may not prepare food on Library property. Groups are responsible for providing their own supplies and for all clean up.

Additional guidelines for **Meeting & Conference Rooms (continued)**

7. Groups that need to cancel their reservation are required to notify the Library twenty-four hours in advance of their reservation. Groups who do not arrive or contact the Library within 10 minutes of the scheduled start of their reservation will forfeit their reservation. Repeat no show reservations may face restricted access to room usage in the future.

Additional Guidelines for **Study Rooms**

1. Customers 16 years of age and over with a valid Library card may make a reservation to use a study room, or use an available study room in the Library without a reservation. Customers 12 years of age and over may use an available study room in the Library without a reservation. Customers under 12 years of age can use study rooms with an adult present in the study room.
2. At the end of a study room reservation, the room must be left in the same condition as it was found.
3. Study rooms will only be scheduled for use during regular Library hours and use must be completed in sufficient time to vacate the building by the time the Library is scheduled to close.
4. Customers who do not arrive or contact the Library within 10 minutes of the scheduled start of their reservation will forfeit their reservation and the study room will be opened for use by others. Repeat no show reservations may face restricted access to room usage in the future.