

Lebanon-Laclede County Library Public Meeting Rooms Policy



In keeping with the Library's mission and core values, meeting rooms are available for use by the public when not needed for Library purposes.

Use of the Library Meeting Rooms in no way constitutes endorsement by the Library staff or Board of Trustees of the viewpoints presented or of the policies or beliefs of those using the meeting rooms.

All meeting rooms are ADA compliant.

The following regulations apply to the use of the meeting rooms, and any departure must be made only by the written authorization of the Library Director or appointed Library staff designee who has the authorization to make the change.

General Regulations

- Alcohol, drugs, smoking or firearms are not permitted in the building or in any meeting room(s).
- Admission charges may not be charged without authorization.
- Use of materials on walls or decorations is prohibited without specific approval.
- Groups must follow all procedures for entering and exiting the meeting rooms.
- Meetings must be open to anyone wishing to attend but attendance must be limited to a number that would conform to local fire ordinances.
- No open flames (candles, etc.) allowed.
- Gambling of any kind is prohibited in the building.

Availability

- Library programs and Library related programs have priority in the use of the facilities.
- Groups, clubs, organizations and businesses may schedule meeting rooms.
- Meetings that may disturb regular Library functions shall not be scheduled.
- Reservation of the room is not transferable.

Scheduling

1. Rooms shall be scheduled for meetings during regular Library hours.
2. The Library requires everyone to be out of the building by 8:00 p.m. Monday-Thursday, by 5:00 p.m. Friday, and by 4:00 p.m. Saturday. The front doors automatically lock as you leave.
3. The Library may cancel any meeting due to adverse weather conditions or emergency reasons. In no event shall the Library be liable for any damages that may arise out of the Library's cancellation of the meeting under this section.
4. Meetings must be scheduled in advance, and the coordinator of the meeting must complete the meeting room reservation form that is available at the Circulation Desk or on our website.

<https://tinyurl.com/mut86wvk>

Application and Cancellation

1. Application to reserve a room must be made to the Library.
2. Application should be made at least a week in advance. The reservations will be taken in the order they are received.
3. Reservations must be canceled at least 24 hours in advance. Failure to notify the Library of cancellation will result in the forfeiture of any paid fees.
4. The Library reserves the right to reject any application and withdraw previously granted permission or future reservations for use of the facility for consistently failing to appear on scheduled meeting dates or not abide by any of the meeting room policies.

Responsibility for Equipment and Facilities

1. Group accepts responsibility for the repair or replacement of damaged or missing equipment.
2. Group accepts responsibility for the repair or replacement of damage incurred during the use of the facility.
3. Groups shall obtain permission to use or provide a qualified operator for any special equipment used. Use of electrical or other equipment must conform to normal fire and safety standards.
4. Group agrees to leave the facilities in the same condition as they were found. This includes putting away additional tables and chairs that were used (beyond the standard room setup), throwing away trash, returning AV equipment to the Circulation Desk, turning off lights, and locking the meeting room door before returning the key to the Circulation Desk. Failure to abide by this condition may result in additional charges if Library staff is required to return the room to original condition. The Library may also refuse future reservations if room is left in an unacceptable condition.

Available Meeting Rooms

Dan True Room: Capacity 150 standing 80 seated
40 w/ tables and chairs
Cost: See Meeting Room Fees

Joan True Room: Capacity 150 standing 80 seated
40 w/ tables and chairs
Cost: See Meeting Room Fees

**Dan & Joan True
Rooms Combined:** Capacity 300 standing 200 seated
100 w/ tables and chairs
Cost: See Meeting Room Fees

*This room is available by opening the foldout wall divider thus creating a larger meeting room.
Each of these meeting rooms has a kitchenette with a sink, additional tables and chairs,
electrical outlets and storage space.*

Benage Room: Capacity 50 standing 35 seated
25 w/ tables and chairs
Cost: See Meeting Room Fees

Study Rooms

There are five (5) Study Rooms available. The Study Rooms can be unlocked for use by the Circulation Desk. Patrons must show a valid photo ID to use the Study Rooms. Study Rooms are first come-first served; however, we do allow rooms to be reserved. There is a one-hour time limit on Study Rooms but *may* be extended if no other patrons are waiting for the room (this is not a guarantee). Priority is given to research and the Literacy Council tutors. You may contact the Laclede Literacy Council about tutoring sessions at (417) 532-6697.

Food

1. Food and drinks are permitted in the meeting rooms only.
2. The group scheduling is responsible for arranging for delivery and pickup of leftover food and equipment at the end of the meeting.
3. **A food fee of \$20 will be charged to any group serving food or snacks of ANY kind.**
Drinks are allowed at no charge.

NOTE: All caterers must furnish a certificate of insurance with liability limit of \$1 million or more to the Library prior to function.

Meeting Room Fees

Fees for the use of the meeting rooms will not apply to nonprofit groups, organizations or clubs who are not using the rooms for sales, future sales, sales training, offerings, returns on investments, or promotion of products. However, room setup fees beyond standard setup and/or food fees may apply. ***NOTE*** Food fees (when applicable) are charged in addition to meeting room fees.

Standard meeting room setup is two (2) tables and twelve (12) chairs. A \$25 fee will be charged per room if the Library staff is required to setup or teardown. If there is no setup required from the Library staff for the meeting, no fee will be charged. If the group does not leave the room in the standard meeting room layout, teardown fees and/or a deposit may be required. Upon vacating the room, if the group leaves the room damaged, or if Library staff is required to clean up, the group will be charged an applicable fee. This may result in the future denial of meeting room usage.

All fees must be paid prior to or the day of the meeting or event. Commercial, corporate, or legal entities may request an invoice for billing following the event.

The Library Board, the Library Director or the designee may waive a fee for the room when it is deemed in the best interest of the Library.

Meeting Room	w/o Setup	w/ Setup
Commercial, Corporate or Legal Entities	\$75/room for each 4 hour block	\$100/room
Small Business, Sales, or Promotion of Products	\$35/room for each 4 hour block	\$60/room
Private parties or events	\$25/room for each 4 hour block	\$50/room
Benage Room (nonprofit groups/organizations)	FREE First 4 hrs. \$25/over 4 hrs.	\$25/room
Joan True Room -OR- Dan True Room (nonprofit groups/organizations)	FREE First 4 hrs. \$25/over 4 hrs.	\$25/room

Joan and Dan True Rooms Combined (nonprofit groups/organizations)	FREE First 4 hrs. \$50/over 4 hrs.	\$50/room
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Equipment Use/Availability

There is no charge to use Library equipment unless Library staff are required to set up or teardown the equipment. Any special requests should be directed to the Library staff in advance of the meeting.

- The ceiling mounted projector is available for use in the Dan True Room, as well as in Dan & Joan True Combined. Use of this equipment must be requested when the room reservation is made.
- There are two (2) methods for using the projector with a computer.

Method 1: Your laptop can use its WiFi connection to connect to the projector. This enables what is showing on your laptop to be projected onto the screen. You will not be able to project a video or presentation streamed from the internet while using the WiFi connection to the projector. You will need to have your presentation or video on the laptop, disc, or USB. To use this method the projector must be on the HDMI 1 input.

Method 2: Alternatively, there is a hard-wired HDMI cable in the kitchenette that may be used to connect to the projector and retain Internet access at the same time. For this to work the projector needs to be switched to the HDMI 2 input.

- With the flip of a switch, a 12 x 12 screen will come down for a projector in the Joan True Room and the Dan True Room.
- Additional tables and chairs are available and may be used at no cost.

Recent Missouri Legislation

Pursuant to recent Missouri legislation 15 CSR 30-200.015, groups or individuals holding a public event in a Missouri public library MUST assign an age recommendation (all ages, children 12 & under, teens 12-18, adults 18 & over) for the stated purpose of the meeting or event. Failure to advertise the age recommendation may result in the group or individual being prohibited from using the space in the future. The Library will provide signage for posting on the meeting room door, but the group or individual holding the meeting or event assumes responsibility for the actual posting.