

**APPENDIX S**  
*Meeting Room Application*

**Approved by the Board of Trustees June 16, 2010**

<b>Kirkwood Public Library</b> <b>Meeting Room Application</b>
---

S:Operations/Forms/Meeting Room Application

The meeting room is available for use between the hours of 9:15 am to 8:45 pm Monday-Thursday, between 9:15 am-4:45 Friday-Saturday, and between 1:15 pm-4:45 pm Sunday.

Organization: _____		
Contact Person: _____		
Name	Title	
Address of Organization or Contact Person:		
_____		
Street Address Only		
_____		
City	State	Zip Code
Telephone Numbers: Day: _____ Evening: _____		
Email Address: _____		
Date and Day of Reservation: _____		
Time of Reservation: From: _____ am/pm To: _____ am/pm		
Time of Meeting: From: _____ am/pm		
To: _____ am/pm		
Purpose/Function of Meeting: _____		

Will Refreshments be Served?  Yes \$15 fee applicable if refreshments served  No

Will Technology Assistance be Required for Meeting Setup? *(Must be requested at least 1 week in advance, otherwise the Library cannot guarantee availability of tech help.)*  Yes  No

Please Describe What Tech Assistance Will be Requested.

The undersigned warrants that he/she is an authorized representative of the Organization with authority to execute this Application and bind the Organization hereto, and has read the Meeting Room Policy, including the Rules, and hereby agrees to abide by them. Further, the Organization and the undersigned agrees 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. The Organization and the undersigned person designated below also agree to accept responsibility and liability for any and all damages which may arise 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.

---

Organization's Name

---

Representative's Printed Name

Title

---

Signature

Date

Rates: Non-Commercial: \$10/4 hrs (\$2 for each additional hour over the 4 hour minimum). Commercial: \$110/4 hours, (\$20 for each additional hour over 4 hour minimum). \$15 charge will be added to each group if refreshments are served.

Office Use Only:  Approved  Denied  Payment received, \_\_\_\_\_ Amount  
Authorization: \_\_\_\_\_ Date \_\_\_\_\_

**Article III, Section 9. Meeting Room** -- The Kirkwood Public Library maintains a meeting room for Library sponsored programs consistent with its mission “to inspire a lifelong commitment to learning and creativity, for a more prosperous and connected community.”

**A.** It is the policy of the Board of Trustees to allow use of the Library meeting room when the facilities are not needed for Library sponsored activities and events, or for activities and events sponsored by Library related organizations such as the Friends of the Library. When not needed for these purposes, the meeting rooms are available to the following: (a) local nonprofit organizations including Internal Revenue Code Section 501(c)(3) and (4) organizations and not-for-profit corporations; and (b) local businesses for community interests, and not for product sales purposes. Private social gatherings are prohibited. All meetings held in Library Meeting Room(s) shall be open to the public, except that a public governmental body may hold a closed session. In compliance with the ADA, the Library requires that groups or organizations using Library facilities do not discriminate on the basis of disability. Teenage or children’s groups may use the meeting room(s), provided they are supervised by an adult. The adult supervisor and the organization he/she represents will be responsible for any damage. Use of the meeting room(s) is limited to qualifying groups or organizations whose membership is composed primarily of residents of the City of Kirkwood, or to businesses that are located in or pay taxes to the Kirkwood Public Library. Such use by community organizations and groups may not disrupt the orderly conduct of the Library, its programs or activities.

**B.** The meeting room is available for use between the hours of 9:15AM and 8:45PM Monday-Thursday, between 9:15AM and 4:45PM Friday-Saturday, and between 1:15PM-4:45PM Sunday. Applications to use the meeting room shall be made at least one (1) week in advance and no longer than one (1) year prior to the scheduled meeting. The Youth Services staff accept applications and schedule the use of the meeting room. Scheduling is made on a first come, first serve basis. Prior use of the Library meeting room does not entitle any group or organization to future use. A completed application form and payment of all cost reimbursement charges is required before a meeting is scheduled. The Library reserves the right to revoke or modify permission to use the meeting room and to modify conditions imposed on the use of the meeting room when necessary to adapt to the operational needs of the Library or the needs of Library users.

**C.** Permission to use the meeting room is revocable and does not constitute a lease. Permission to use the meeting room does not imply that the Library, trustees, or staff endorses the aims, policies, activities or views of the group, organization or person(s) using the Library's meeting room. Questions regarding the appropriate use of the Library meeting room by any group or organization shall be referred to the Library Director.

**D.** The Library reserves the right to attend any meeting held in its meeting room (except lawful executive sessions of governmental bodies) to ensure that no unlawful activities are occurring on Library premises. In the event of any unlawful activity or if a scheduled meeting becomes disruptive, the Library supervisor on duty may terminate the meeting and is authorized to call the police to enforce the termination if necessary. Such behavior shall be the basis for denial of all future use by the group or individuals. The Library may impose reasonable time, place and manner restrictions on the use of its meeting room to ensure that the orderly conduct of the Library is not disrupted; that public or private property is not damaged through the use of its facilities; and to ensure that the comfort, convenience, safety and welfare of the public is not disturbed. In compliance with ADA, the Library requires that groups or organizations using Library facilities do not discriminate on the basis of disability.

**E.** Rates: Noncommercial: \$10/4 hours (\$2 for each additional hour over the 4 hour minimum), Commercial: \$110/4 hours(\$20 for each additional hour over the 4 hour minimum). A cleanup charge of an additional \$15 per use will be charged to any group when light refreshments are served. All charges are nonrefundable if any organization or agency cancels a scheduled use of the meeting room(s) less than three (3) working days prior to the scheduled use.

**F. Rules for Use of Meeting Room:**

- Generally, no group or organization may use the Library meeting room more often than once per month. Exceptions may be granted for workshops, seminars or educational classes, or for a special need with the approval of the Library Director. No more than two (2) such exceptions may be granted to the same group in a calendar year without approval of the Library Board of Trustees.
- Application must be filled out. (appendix S)
- The meeting room shall be vacated at least 15 minutes prior to the Library closing.
- No signs, displays, decorations or exhibits may be attached to the doors, walls or windows of the room.

- Organizations shall accept responsibility to reimburse the Library for the repair of damaged equipment, repair of damage to the building interior, or for replacement of missing equipment.
- Organizations and the undersigned 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. The Organization and the undersigned person designated on the application agree to accept responsibility and liability for any and all damages which may arise 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.
- The group or organization is responsible for setting up the meeting room, using the tables and chairs provided by the Library, and for breaking down the setup at the end of the meeting. No setup can begin until the previous program has exited the room. Library personnel are not available to assist in the setup or breakdown. The room must be left in the same condition in which it was found.
- Meeting Room groups are responsible for informing staff of any possible tech needs 48 hours before a meeting, otherwise tech help at the time of meeting is not guaranteed.
- A sign stating the maximum capacity of the room, as determined by the Fire Marshal, shall be posted in the room. Groups and organizations must comply with the posted capacity.
- At any program or event where the attendance is anticipated to be near capacity a maximum attendance must be stated, advance registration required, and tickets distributed to insure that capacity is not exceeded.
- Nothing may be stored or set in the downstairs hallways
- Organizations may provide light refreshments that involve no cooking in the meeting room. Refreshments may be setup and served only inside the meeting room. Refreshments may not be set up and served in the hallways. Food and nonalcoholic beverages are allowed. The Library provides trash receptacles in the meeting room. The group or organization is responsible for cleaning up any spills and disposing of all trash in the available receptacles.
- If the Library closes due to inclement weather or other emergency, the meeting room will not be available for the scheduled use. In such instances, Library staff shall make their best effort to call the contact person for the group or organization

that scheduled the use and notify him/her of the cancellation in a timely manner. A refund will be granted.

- Any group or organization that has scheduled a use of the Library meeting room, and subsequently determines that use is no longer needed, shall notify the Library of the cancellation in a timely manner. Groups or organizations that fail to notify the Library of a cancellation at least 24 hours prior to the scheduled use shall forfeit any further use of the Library meeting room for period not to exceed six months. Charges are nonrefundable if the organization or agency cancels a scheduled use of the meeting room(s) less than three (3) working days prior to the scheduled use.

**G.** Public Use: When the meeting room is not reserved for Library sponsored activities/events, activities/events sponsored by Library related organizations and has not been reserved for use by an approved organization in accordance with the provisions of this Section 9, the Library staff, in their sole and absolute discretion, can elect to open the meeting room for public use by Library patrons. When the meeting room has been opened for public use by Library patrons, patrons are permitted to use the space on a non-exclusive basis for studying, reading or similar activities. No patron using the meeting room may engage in any activity that disturbs Library patrons in their customary use of the Library, impedes Library staff in the performance of their duties, or endangers the Library building, equipment or collection. Patrons using the meeting room when it has been opened for public use will be subject to all of the Library's rules and policies and must abide by the maximum capacity rules for the meeting room as posted on the sign in the meeting room. In addition, patrons using the meeting room when it has been opened for public use will not be permitted to use any of the equipment located in the meeting room except for the tables and chairs contained therein. The Library staff may terminate public use of the meeting room by Library patrons at any time and patrons shall immediately vacate the meeting room upon request by Library staff.

*Approved by the Board of Trustees on June 16, 2010*

*Revised by the Board of Trustees on July 21, 2010*

*Revised by the Board of Trustees on May 15, 2013*

*Revised by the Board of Trustees on August 19, 2015*

*Revised by the Board of Trustees on March 16, 2016*

*Revised by the Board of Trustees on September 21, 2016*