

APPENDIX S

Meeting Room Application

Approved by the Board of Trustees June 16, 2010

Revised by the Board of Trustees January 16, 2019

Kirkwood Public Library Meeting Room Application

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 pm Friday-Saturday, and between 1:15 pm-4:45 pm Sunday.

Reservations for January-May open in October of the preceding year. Reservations for June-December open in March of the current year.

Organization: _____

Purpose/Function of Organization and Meeting: Please provide a description of your organization and meeting. This information will be used on the Library's public meeting room calendar

Contact Person:

Name	Title
(Contact Person must be present at meeting. Update Library if the contact changes)	

Address of Organization or Contact Person:

Street Address and Zip Code

Organization Type (Please check one):

- local nonprofit organization or group organized for purposes other than generating profit local business for community interests (not for product sales purposes)

Telephone Numbers: Day: _____ Evening: _____

Email Address: _____

Date(s) and Day(s) of Reservation: _____

Time of Reservation: Please include the start time and end time of your reservation
From: _____ am/pm To: _____ am/pm

Time of Meeting: Include the start and end time of your meeting. This should include
time you need to set up for your meeting and clean up afterwards
From: _____ am/pm To: _____ am/pm

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

Select the tech help that you require:

- Projector & Projection Screen
- Microphone
- Laptop

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. Commercial: \$110/4 hours, \$15 charge will be added to each group if refreshments are served.

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

Meeting Room Policy

Introduction

The meeting room at the Kirkwood Public Library is intended primarily for Library meetings, programs and events. However, as an expression of the Library's mission to "inspire a lifelong commitment to learning and creativity, for a more prosperous and connected community," the Library welcomes use of its meeting room by local community groups and organizations when the room is not being used for Library sponsored activities.

The purpose of the policy and procedure outlined below is to insure an efficient use of the meeting room and equipment so as to accommodate and provide fair access to as many groups and organizations as is reasonably possible regardless of opinion or affiliation of groups requesting use of the space.

Any persons or groups using the Library's meeting room must abide by the terms of the policy, the steps outlined in the procedure and the Library's Code of Conduct. The Library does not sponsor or endorse the views of any persons or groups using the space.

Policy

When not in use for Library meetings, programs and events, the meeting room is available to the following:

- local nonprofit organizations including Internal Revenue Code Section 501(c)(3) and (4) organizations and group organized for purposes other than generating profit.

- local businesses for community interests, and not for product sales purposes.
 - Use of the meeting room shall not result in financial gain for the group or organization. This includes charging admission fees or tuition, selling goods or services, conducting training sessions or meetings for profit-making organizations, collecting membership fees or donations, and any other activities in which personal or collective financial gain would accrue. Programs listed as informational, educational, or instructional must remain so, and presenters may not solicit attendees to secure clients for commercial purposes.

Private social gatherings and parties are not allowed.

All meetings held in Library meeting room 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.

The Library has the right to preempt any meeting for Library use. In such cases, the Library will make every reasonable effort to assist the group in reserving another date.

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. Use of the meeting room may be terminated at any time if the conduct of the group or any member of the group is disruptive or harmful to the facility, library materials, furnishings, or other individuals. 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.

Individual or Small Group Study

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. 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.

Procedure

Reservations

Applications to use the meeting room shall be made at least one (1) week in advance to the scheduled meeting. 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. Applications are available online or a paper copy can be requested.

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.

How to Reserve Technology Help

If requested on the application, the Library can assist with tech set-up 30 minutes prior to the start of the event or meeting in the meeting room. Tech staff need to know a week in advance prior to the event so as to readily assist the group using the meeting room. Technology set-up is free and will not add an additional charge to the meeting room fee.

The following technology is available upon request:

Microphone

Projector & Projection Screen

Laptop

Fees and Payment Procedures

Local nonprofit organizations: \$10/4 hours

Local commercial businesses*: \$110/4 hours

Refreshments Served: \$15 additional cleanup charge

**for community interests, and not for product sales purposes*

All charges are nonrefundable if any organization cancels a scheduled use of the meeting room less than three calendar days prior to the scheduled use.

Fee for use of the meeting room is due within 7 days of confirmation of room availability. Payment can be made in the form of cash or check made out to the Kirkwood Public Library. Payment may be made to Youth Services staff on the lower level of the library or mailed to the attention of the Youth Services Director. Final room reservation approval will not be granted until the Library receives fee payment.

Cancellations

The designated point of contact can call the Youth Services desk at 314-821-5770 ext. 1015 to cancel their reservation. Cancellations must be made no less than three (3) calendar days prior to the scheduled use to receive payment reimbursement.

Terms of Use

- Generally, no group or organization may use the Library meeting room more 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.
- Groups must fill out an application (Appendix S) to use the meeting room.
- The meeting room is available 15 minutes after the Library opens and must be vacated at least 15 minutes prior to the Library closing. The time of reservation includes all setup and teardown.
- 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 previous programs have exited the room. Please see a library staff member for access to additional tables and chairs. Library personnel are not available to assist in the setup or breakdown. The room must be left with 4 tables and 20 chairs, matching the diagram on the supply closet door.
- The Library has a projector, laptop, podium speaker, and microphones available for use. Groups or organizations are responsible for informing staff of any possible tech needs one week before their meeting, otherwise tech help at the

time of meeting is not guaranteed. Library tech personnel will assist with setup, but cannot be in attendance for the duration of the meeting.

- Organizations may provide light refreshments, including food and nonalcoholic beverages, as long as they do not require cooking at the Library. Refreshments may be setup and served only inside the meeting room. The group or organization is responsible for cleaning up any spills and disposing of all trash in the available trash can. A \$15 cleaning charge will be added for any meetings or events serving refreshments.
- The group or organization is responsible for providing all necessary supplies for their event, including office products and refreshment serveware.
- Nothing may be placed or stored in the hallways outside the meeting room.
- No signs displays, decorations or exhibits may be attached to the doors, walls, or windows of the room.
- Events shall be free and open to the public, and are not to exceed a capacity of 105 chairs, as determined by the Fire Marshall. Groups and organizations must comply with the posted capacity.
- Meetings and events cannot be advertised in a way that implies Library endorsement or sponsorship. Any phone number advertised must be that of the group or organization, not the library.
- Use of the meeting room shall not result in financial gain for the organization or its members. Examples of financial gain can be found in the policy above.
- 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 will make their best effort to call the contact person for the group or organization that scheduled the use and notify him or 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. If the group or organization fails to notify the Library of a cancellation at least 24 hours in advance, their use of the meeting room will be suspended for a period of up to 6 months. Charges are nonrefundable if the group or organization cancels a reservation of the meeting room less than three (3) working days prior to the scheduled use.
- Organizations agree to reimburse the Library for any damage to the Library building interior, and any damaged or lost equipment.
- Organizations 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 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.

Additional Details

- Free WiFi is available at KPL.
- For area parking information, please visit Downtown Kirkwood at: <http://www.downtownkirkwood.com>
- Meeting notices and flyers may be posted on the Community Bulletin Board with the approval of Reference staff. Please see Article III, Section 4 H for complete information.

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

Revised by the Board of Trustees on January 16, 2019