





### **Auditorium and Meeting Place Policy**

(Adopted by Library Board on February 17, 1982. Revised November 15, 1989; September 18, 1993; October 19, 1998; September 23, 2002; November 18, 2002; June 18, 2007; May 18, 2009, March 11, 2013.)

St. Louis County Library (Library) meeting rooms are intended primarily for Library and St. Louis County Library Foundation (Foundation) meetings, programs and events. When not needed for these purposes, the rooms are available for a fee, as set by the Library Board, to community groups and organizations and to local businesses. Permission to use Library meeting rooms is revocable and does not constitute a lease, nor does it imply that the Library endorses the aims, policies, views or activities of the group, organization or business using the room. Anyone using the Library's meeting rooms must abide by the terms of this policy and the Library's Code of Conduct. All juvenile groups must have adequate adult supervision.

1. Use of the Library's meeting rooms must not disrupt the orderly conduct of the Library, its programs or activities. Meetings may not conflict with Library and/or Foundation-sponsored programs; in the event of such a conflict, the Library or Foundation program will receive priority. **THE LIBRARY RESERVES THE RIGHT TO CANCEL CONFIRMED MEETING ROOM RESERVATIONS, WITH A MINIMUM OF 30 DAYS' NOTICE, TO ACCOMMODATE LIBRARY/FOUNDATION-SPONSORED PROGRAMS AND EVENTS. CANCELLED MEETINGS WILL BE RESCHEDULED WHENEVER POSSIBLE.**
2. Meeting rooms are not intended for private use, study, tutoring, one-on-one discussions, or for personal or social events such as weddings, funerals, birthday parties, or reunions. Upon the approval of library staff, individuals and small groups may use a meeting room on a walk-in basis if it is not reserved for that day.
3. Community groups and organizations must be legal and composed primarily of residents of the Library District. Businesses located within St. Louis County may use Library meeting rooms as long as no sales of products or services and no solicitations occur. The rooms are not available for informational or educational events related to the business activities of the user such as investment seminars and retirement planning seminars.
4. Meetings must be open to the public and attendees must be permitted to participate in the meetings.  
**EXCEPTION:** Agencies of any department of government may hold closed sessions required for the achievement of their defined goals. In compliance with the ADA, the Library requires that groups or organizations using Library facilities do not discriminate on the basis of disability.
5. No business, group, organization or sub-group thereof (e.g., a committee or special interest group) may use a meeting room at any one location more than once a week. Tax supported organizations will be exempt from this rule so long as this does not deny others access.
6. A sign stating the maximum capacity of the room, as determined by the Fire Marshal, shall be posted in the room. Groups must comply with the posted capacity.
7. The Library reserves the right to attend any meeting held in its facilities (except lawful executive sessions of governmental bodies).
8. Groups may not impose admission fees. A group may ask for voluntary contributions toward the meeting room fee charged by the Library. All other collections or solicitations are prohibited.
9. Light refreshments may be served, but groups may not prepare food on Library property. Red-colored beverages may not be served. Groups are responsible for providing their own supplies (coffee cups, napkins, etc) and for all clean up.
10. Furniture, equipment or supplies may not be stored on Library property. The Library assumes no responsibility for items left on the premises.
11. Organizations using Library owned equipment and facilities shall assume financial responsibility to reimburse the Library for the repair of damaged equipment, repair of damage to the building interior, or the replacement of missing equipment. Certain pieces of equipment are not available for public use.
12. The set-up and take-down of tables and chairs are the responsibility of the group and must be accounted for within the reserved time. At the end of a meeting, the room must be left in the same condition as it was found.
13. Rooms will only be scheduled for use during regular Library hours and meetings must be finished in sufficient time to vacate the building by the time the Library is scheduled to close for the day. An additional fee will be charged if anyone remains in the room past normal closing time. In the event that a meeting is canceled, the Library must be notified so that the room may be made available to others. Meeting rooms are not available on Sundays.
14. Individuals, groups and organizations using the Library meeting 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.
15. The Board of Trustees of the St. Louis County Library is the final authority in granting or refusing permission for the use of the meeting facilities.

**Failure to observe these rules may result in the denial of use of the meeting place by the organization concerned. Library staff will refer questions about the organization, other than day and time of meeting, to one of the contact persons named on the application.**