

CARTHAGE PUBLIC LIBRARY

Meeting Room Policy

The purpose of this policy is to insure orderly, peaceful and efficient use of the Carthage Public Library meeting room and equipment so as to accommodate and provide equal access. The meeting rooms are primarily intended for the library or library related meetings, programs and events. When not needed for these purposes, the room/rooms may be available for free or for a fee as set by the Board of Trustees.

The Director or other designated library staff member shall schedule or reserve meeting rooms in accordance with the following regulations. The Board of Trustees of the Carthage Public Library shall have the final authority in granting or refusing permission for use of the rooms where conflicts arise between the proposed use of the library meeting room and regulations outlined below.

1. There are no meeting room fees for non-profit, governmental agencies or community groups for a 501 (C) (3) status. When available, the Community Room may be available to organizations whose membership is composed primarily of residents of the library district who hold a Carthage Public Library library card and the room must be used during library hours. Payment of a \$50.00 refundable damage deposit is required for all users. The damage deposit must be paid at the time the meeting room is reserved.
2. Applications for the use of the meeting room must be made in writing to the Director or to members of the library staff who have been assigned responsibility for scheduling such meetings. A form is provided by the library for this purpose.
3. Fire code limits the occupancy of the meeting room to 75 persons at a time.
4. Notice to cancel must be given to the Library at least 24 hours in advance except in the event of inclement weather. If the required notice is not given, the \$50.00 deposit will not be refunded, except under special circumstances and at the discretion of the Library Director.
5. Meetings shall be open to the public, except that a public governmental body may hold a closed session pursuant to the provisions of RSMo 610. As required by 15CSR30-200.15 Library Certification Requirement for the Protection of Minors, subsection "e" all meetings that are open to the public must have an age-appropriate designation affixed to any publication, website, or advertisement for the meeting, i.e. Children ages 0-12, Teens age 13-17, Adults only ages 18+, and All Ages. The library does not stand in place of the parents/guardian when it comes to access to meetings. The responsibility for meeting attendance for a minor child rests solely with the parent or legal guardian. Facilities may not be used for commercial purposes, (i.e., sale of goods or services, executing fee-for-service agreements, or securing contracts of commitment to services provided elsewhere). Commercial programs listed or presented as informational, educational, or instructional must remain so, and presenters shall make no direct solicitation of attendees to secure clients or customers for their commercial purpose.
6. Purposes, objectives, or views of groups or organizations using library meeting rooms shall in no way be announced, advertised, or displayed so as to suggest that the organization, its mission, beliefs, or purposes are endorsed by the Library. Per the Office of the Secretary of State, beginning May 31, 2023 in regards to sections 818.021, 181.060 and 181.812 RSMo2016: "No event or presentation shall be held at the library without age-appropriate designation affixed to any publication, website, or advertisement."
7. All Library facilities are smoke-free and the use of tobacco products is prohibited. Alcohol may be served if prior approval is obtained from the Library Board of Trustees. Users shall be assessed for damage to, and excessive cleaning of, meeting room. Refreshments are allowed on a case-by-case basis with director approval. Groups are responsible for all their own supplies and for all clean up.

8. Users are responsible for arranging the room. Nothing is to be attached to the walls. Users are responsible set up, clean up and returning furniture to its' original location.
9. No materials, equipment or furniture belonging to any group or individual may be stored on Library premises and the Library will assume no responsibility if materials, etc. are left on the premises.
10. Access to Library-owned equipment may be limited by availability, staffing, or type of equipment required. Organizations desiring to use Library-owned equipment in a meeting room should request permission for its use when applying for the meeting room. Organizations using such equipment assume full responsibility for any damage to equipment while it is in their possession.
11. Parents may not leave children unattended while using meeting room facilities.
12. Any user or group agrees to indemnify and hold the Carthage Public Library harmless from any and all action, suits, causes of or relating to its use of such rooms and facilities. Further, such person or group agrees to indemnify the Library from any and all costs for repair of any and all damage as may be caused directly or indirectly to the room and or facilities by such use thereof.

Name of Applicant _____

Library Card Number _____

Name of Organization _____

Address _____

Phone _____ Fax _____ email _____

Meeting Date and Time _____

Probable Length of Meeting _____

Nature of Meeting _____

Age Appropriateness of program or event _____

Purpose and Function of Organization _____

I have read the above policies regarding the use of the library community room and agree to comply with the said policies.

Signature of Applicant

Date _____

_____ 5 ft. tables (12 available) _____ chairs (40)