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Maryville Public Library Policy

Section D: PUBLIC ACCESS, RIGHTS AND RESPONSIBILITIES

Subject 602: Library Building Use for Public Events
Page 1 of 2;

Policy on Use of Library Property for Public Events

Property owned by Maryville Public Library is to be used primarily to achieve mission, goals and objectives set by the Maryville Public Library Board of Trustees on behalf of the library's supporting taxpayers. While library-led services and programs take precedence in use of the library building and grounds, Maryville Public Library may take opportunities to partner with local agencies and organizations in co-hosting public events that support the library's mission and current goals, and are likely to demonstrate benefit to the entire Maryville community.

- In selecting potential organizational partners, priority may be given to events aimed at offering learning opportunities in line with community interests, and otherwise not offered at local venues, and to events directly tied to the physical health and safety of local residents.
- In general, library space is not available for commercial purposes. However, exceptions may be made in conjunction with broad efforts led by local economic development agencies, especially if a public learning or training component is included. Using the library building to host private events or fundraisers for organizations outside the library is not permitted.
- The library director is responsible for authorizing the use of the library building by outside organizations, using the guidelines set forth in this policy by the Library Executive Board of Trustees. The Board of Trustees has final authority in granting or refusing library property use.
- Public libraries are considered limited public forums. As such, Maryville Public Library is committed to ensure information provided at public events reflects a diversity and balance of viewpoints relative to the scope of the topic. Information presented should be delivered through the most objective, credible, and representative sources available within our means.
- Individuals or organizations wishing to use library space for specific advocacy efforts or private functions are welcome to reserve available library meeting room space under the conditions listed in Policy D:600.
- The Library reserves the right to limit the co-hosting of events based on the availability of library staff, resources, or any conflict with current library operation or objectives.
- No organizational partner may transfer the use of library space to another group without approval from the library director.
- All library policies, including the Acceptable Behavior Policy (D:100) and Internet Use Policy (D:500), shall also apply to public events on library property. Partner organizations using the space may be held responsible for the supervision of children in attendance.
- Organizational partners may be responsible for help in clean-up and returning the library to order. Any equipment or displays brought in for an event must be removed at the end of the event. The library cannot care for or store any materials for groups using library space. The library is not responsible for lost or stolen items.
- Damages to the premises, equipment or furnishings as a result of the event may be charged to the group responsible.
- Events should conclude at least 5 minutes before closing to allow library staff to close the library and secure the building.

- In the event of a Library building emergency, a weather-related emergency, or other unexpected library closing, the library reserves the right to cancel the event. Library staff will make reasonable efforts to alert event organizers in those cases.
- The group or organization and its members, jointly and individually, will assume and bear full responsibility for loss of, or injury, or damage to, any property of the Maryville Public Library caused or inflicted by the organization, its members, affiliated persons, guests, or invitees.
- Agencies partnering with the library to co-host an event will be held responsible for ensuring all event activities are in compliance with federal, state, and local laws, regulations, and ordinances, as well as library policies regarding Acceptable Behavior (Section D:100).
- Failure to comply with this policy, or any federal, state, or local laws or ordinances may result in denial of future use of the library meeting rooms, financial liability for damages, and/or immediate removal from the library.
- The library shall not be responsible for any personal injuries or property loss during use.

Name of Organization_____

Signature of Organizational Representative accepting responsibilities listed above.

Date