

Meeting Room Use Policy & Agreement

As a service to the Maryville community, Maryville Public Library is pleased to make The Ruth Robb Price Conference Room and Philip Robb Fine Arts Room available to reserve for small group use during the library's operating hours. Maximum capacity of each room is 12.

- Meetings in the room should adjourn 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 meeting without notifying the contact person. However, library staff will make reasonable efforts to alert renters in those cases.
- There is no charge for use of the room, but a \$15 fee per use is required for users wishing to bring light refreshments. Light refreshments includes beverages other than bottled water, or snacks. Group meals and spillable foods are not allowed. The room holds up to 12 people. Eligible activities include small group meetings, book clubs, and training sessions. Library space is not available for commercial purposes. Such commercial use includes, but is not limited to, bazaars, special benefit sales and programs or presentations designed to promote the purchase of products or services. Exceptions may be made by the Library Director in the case of special public programs.
- Groups or individuals may reserve meeting space only once per month, but the Director may make exceptions to allow noncommercial entities to reserve the Robb Fine Arts Room in 3-month intervals in circumstances directly related to public health or accessibility to public-funded resources* (See exception details below). Beyond that, groups may use the room based on walk-in availability. Library board meetings, library staff meetings, and library programming will be given first priority in conference room use and may be exempt from some restrictions listed in this policy.
- This policy adheres to Article VI of the *Library Bill of Rights*, which states, "Libraries which make meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Groups holding meetings must in no way affiliate themselves with the Library, either through written publicity, signage, or verbal statements.
- The library shall be notified if a cancellation becomes necessary. Failure to cancel 12 hours in advance of the meeting may result in denial for future reservations. No group may transfer the use of the space to another group.
- All library policies, including the Acceptable Behavior Policy and Internet Use Policy, also apply to the library meeting rooms. Individuals using the space are responsible for the supervision of children in attendance.
- Renters are responsible for clean-up and returning the room to order. Any equipment or displays brought in for a meeting must be removed at the end of the meeting. The library cannot care for or store any materials for groups using the spaces.
- Damages to the premises, equipment or furnishings as a result of meeting room use will be charged to the group responsible. Fees for excessive cleanup may also be charged.

- 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.
- Failure to comply with the meeting room 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 meeting rooms. The library shall not be responsible for any personal injuries or property loss during use.
- **Director exceptions to the limit on reservations per month may be made for noncommercial organizations in cases that directly affect public health or safety, or where public access to publicly-funded community resources are at risk of disruption. These exceptions may be limited to 3-month intervals. After the first three months, rental fees shall be applied at the rate of \$15 per hour or \$100 per day. Renewals after the first three months may also be contingent on reserves by other community members staying below a 25% expected occupancy rate.*
- *Regarding storage space requests for nonprofit or local government groups requesting the room to provide services to the public: Up to 4 cubic feet of materials may be stored at the rate of \$30 per month or \$10 per week. The library is not responsible for lost or stolen items and reserves the right to dispose of stored items left on library property beyond one month of the pre-paid rental period.*

For all users: Failure to comply with any of the policies listed above may lead to immediate termination of the meeting, exclusion of individuals from library premises pursuant to the rules, and/or loss of future meeting room privileges.

- Users may appeal a decision to deny access by following procedures listed in MPL Policy D:1000 *Denial of Service/Appeal Process*.

Name of Individual or Organization Renting: _____

Signature of Group Representative understanding and accepting responsibilities listed above

Date