

## MEETING AND STUDY ROOM POLICY

Revised ~~February 13, 2017~~ April 13, 2015

~~The Rapid City Public Libraries is a public institution whose~~ The primary purpose of the Rapid City Public Library meeting and study rooms is to provide space for library programs and to fulfill the library's role as a community center and forum for the free exchange of ideas by providing public access to educational, cultural, civic, and recreational meetings, programs, and activities. All rooms are available on a first come, first serve basis. The intent of this policy is to make the library's meeting and study rooms available on as equitable a basis as possible.

Meeting rooms at the downtown library may be scheduled between ~~9~~7:00 a.m. and 9:00 p.m., Monday thru Thursday and 9:00 a.m. and 7:00 p.m., Friday thru Sunday; meetings that occur outside of regular library hours require one week of advance notice and will be charged a fee as defined in the Loan Periods, Fines and Fees policy per meeting to be paid at the time of reservation~~in advance. Allow sufficient set-up and clean up time when scheduling rooms.~~

~~In making meeting and study rooms available, the Library Board has set the following priorities~~ Basic Guidelines Regarding Which Groups May Use Meeting and Study Rooms:

- ~~• First priority~~ • Library sponsored or co-sponsored programs
- The library reserves the right to deny use of a meeting room if the room is needed for ~~library~~ or civic purposes. Organizations will be given advance notice of the library's intent to deny use provided they have up to date contact information.
- ~~• Community groups providing~~ Second priority ~~educational, cultural, civic and recreational~~ community cultural, educational, charitable or civic events, programs and activities open to the public or benefitting the public.
- ~~• Private interest groups and for-profit organizations that fulfill the primary purpose of the meeting rooms as described above. No products, services, registrations or memberships may be advertised, solicited, or sold in library venues.~~
- ~~• Third priority~~ study groups, or small free classes (such as exercise, crafts, chess clubs, etc.)
- ~~• Fourth priority~~ for-profit organizations; a fee will be charged to for-profit groups, as outlined in the Loan Period and Fine and Fees policy
- ~~• Refunds for cancelled meetings will be made only if the library is given at least seven (7) days' notice of the cancellation~~
- ~~• No groups may sell products or services on the library premises. Groups may not charge a registration fee.~~

~~The library's study rooms may be scheduled up to two hours per day by any individual or group of four or less, with the possibility of an additional two-hour extension if no other patrons are waiting to use the study rooms. The same criteria apply to study rooms as to the meeting rooms.~~

~~No products, services, registrations or memberships may be advertised, solicited, or sold. No personal use shall be permitted such as weddings, receptions, parties. However, at the discretion of the Library Director, the following will be permissible at library initiated programs:~~

- ~~• Fund raising to benefit the Library and sponsored by the Friends of the Library, the Rapid City Library Foundation or other library-related groups~~

- ~~• The sale of books and other items as part of a library program~~

### Basic Guidelines for All Groups Using the Meeting and Study Rooms:

- The library reserves the right to limit the frequency of use of the meeting and study rooms by any one group, to best accommodate the many requests.
- All library policies must be followed; failure to do so will jeopardize future use of the meeting room.
- Allow sufficient set-up and clean up time when scheduling rooms.
- ~~• Meetings scheduled under the Meeting Room Policy are open to the public~~
- The fact that a group is permitted to meet in the library does not in any way constitute an endorsement of the group's policies or beliefs.
  - Groups using a meeting room should clearly indicate who is sponsoring the event in their advertisements and news releases.
- The group or individual using the room is responsible for all necessary set-up and clean up.
  - Damage to the premises, equipment or furnishings will be charged to the group or individual responsible.
- No personal use shall be permitted such as weddings, receptions, or parties. However, at the discretion of the Library Director, the following will be permissible at library initiated programs:
  - Fund raising to benefit the Library and sponsored by the Friends of the Library, the Rapid City Library Foundation or other library-related groups
  - The sale of books and other items as part of a library program
- The library's study rooms may be scheduled up to two hours per day by any individual or group of four or less, with the possibility of an additional two-hour extension if no other patrons are waiting to use the study rooms. The same criteria apply to study rooms as to the meeting rooms.
- At least a 24-hour notice must be given for any cancellations
  - Failing to cancel or utilize a reserved room three or more times in any one year period may result in the loss of meeting room privileges as determined by the Library Director, Assistant Director, or Director's designee.
  - Refunds for cancelled meetings will be made only if the library is given at least seven (7) days' notice of the cancellation.

The following equipment is available for use in the meeting rooms with advance notice: Computer, computer projector, and telephone.

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Previous revisions: April 13, 2015, July 14, 2014; May 12, 2014; August 12, 2013; April 2013; reviewed December 2012