



MEETING AND STUDY ROOM POLICY

March 9, 2020

The primary purpose of the library's meeting and study rooms is to provide space for library events and to fulfill the library's role as a community center by providing public access to educational, cultural, civic, and recreational meetings, and activities. Rooms are available on a first come, first serve basis, per the guidelines outlined below, with the intent to make the meeting and study rooms available on as equitable a basis as possible.

Meeting rooms at the downtown library may be scheduled between 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; the fee is to be paid within 3 days of booking the reservation or the request will be cancelled.

Library staff is the final arbiter regarding application of this policy.

Meeting and Study Room Guidelines

- The library reserves the right to deny use of a meeting room if the room is otherwise needed for library or civic purposes. Organizations will be given advance notice of the library's intent to deny use.
- The library reserves the right to limit the frequency of use of the meeting and study rooms by any one group, to best accommodate many requests.
- All library policies must be followed; failure to do so will jeopardize future use of the meeting room.
- 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 setup and cleanup, and must allow sufficient set-up and clean up time when scheduling.
 - Damage to the premises, equipment or furnishings will be charged to the group or individual responsible.
- No products, services, registrations or memberships may be advertised, solicited, or sold in library venues.
- No personal use shall be permitted such as weddings, receptions, or parties.
- At the discretion of the Library Director, the following will be permissible at library-initiated events:
 - 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 event
- 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 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.

Revised March 9, 2020

Previous revisions: February 13, 2017; April 13, 2015; July 14, 2014; May 12, 2014; August 12, 2013; April 2013; reviewed December 2012