



# MEETING AND STUDY ROOM POLICY

May 11, 2020

The library's meeting and study rooms 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 may be scheduled between 8:00 a.m. and 7:00 p.m., Monday thru Thursday and 8:00 a.m. and 6:00 p.m., Friday thru Sunday. Any meetings taking place outside hours the library is open to the public 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 and room capacities adhered to; 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 must 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, 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: May 11, 2020; March 9, 2020; February 13, 2017; April 13, 2015; July 14, 2014; May 12, 2014; August 12, 2013; April 2013; reviewed December 2012