



ROOM & EQUIPMENT RESERVATIONS MEETING AND STUDY ROOM POLICY

June 13, 2022 August 12, 2024

The library's ~~meeting, and study, and recording rooms and local history room resources~~ reservable rooms and equipment are available on a first-come, first-served basis, per the guidelines outlined below, with the intent to make ~~the meeting and study room~~ them available on as equitable a basis as possible. 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. Permission to use these resources is revocable.

~~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~~ Rooms and equipment are reservable during the hours the library is open to the public. Meetings may be scheduled before the library is open, with one week's advance notice and payment of a fee (see Lending and Fees Policy); the fee must be paid within 3 days of booking or the request will be cancelled. Study rooms, the recording room, the microfilm machine, and the Local History Room scanner may be reserved up to two hours per day, with the possibility of extensions if no one else is waiting to use them.

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

Meeting and Study Room Guidelines

~~Failure to follow these guidelines will result in the loss of meeting room privileges as determined by the Library Director, Assistant Director, or Director's designee.~~

- All library policies must be followed and room capacities adhered to ~~while using meeting or study rooms.~~
- No products, services, registrations, or memberships, admission fees, or fund-raising efforts may be advertised, solicited, or sold ~~in library venues.~~
 - Fundraising, ~~at the discretion of the Library Director,~~ to benefit the library when sponsored by the Friends of the Library, the Rapid City Foundation or other library-related groups may be permitted at the discretion of the Library Director or designee.
 - The Director or designee may also Permit the sale of books and other items as part of a library event.
- Any meetings not open to the general public will be charged an hourly fee as described in the Lending & Fees Policy. The city, library and its partners are exempt from this fee.
- 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 setup and cleanup time when scheduling.
- Damage to the premises, equipment or furnishings will be charged to the group or individual responsible.
- ~~Private events~~ Events such as weddings, receptions, or parties are not permitted.
- Three or more no-shows for meeting room reservations 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 paid cancellations will be made only with at least seven (7) days' notice.~~
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The library reserves the right to:

- Attend any meeting to ensure that no unlawful activities or policy violations are occurring.
- Deny the use of a meeting room if the room is otherwise needed for library or civic purposes.
- Limit the frequency of use of the ~~meeting and study~~ reservable resources and rooms by any one group, to best accommodate many requests.

Revised: [August 12, 2024](#); June 13, 2022; May 9, 2020; 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