



DOWNTOWN • 610 Quincy St. Rapid City, SD 57701 • (605) 394-6139 or (605) 394-4171
NORTH • 10 Van Buren St. Rapid City, SD 57701 • (605) 716-4098

Date: November 14, 2016
To: RCPL Board of Trustees
From: Maryanne Rohrer, Policy Committee
Re: Meeting & Study Room Policy

Date: November 10, 2016
To: Maryanne Rohrer, Policy Committee
From: Jim McShane, Library Director
Re: Meeting & Study Room Policy

Motion: Move to approve an update to the Meeting & Study Room policy allowing public meetings to occur as early as 7:00 a.m. Monday through Thursday, requiring one week of advance notice for after or before hours meetings, and allowing the library to restrict groups that repeatedly reserve rooms without using them.

Background:

The library has been successfully allowing groups to utilize library spaces after hours since June 2014. Following another request for meeting room use prior to opening, the library did a second investigation into the impact of allowing groups to use the rooms at these times.

Staffing concerns were noted in 2014 as the reason to deny access prior to 9:00 a.m. These concerns have been mitigated by a different facilities staff schedule and by proposing a new requirement for a minimum of 7 days of notice to reserve after or before hours meetings. Facilities staff are routinely scheduled in the building starting at 6:00 a.m. Management staff and IT personnel are also often in the building by 7:00 a.m. Lastly, seven days of notice allows for time to adjust schedules and ensure that staff are here whenever meetings are occurring.

The change to the policy allowing library staff to restrict groups that repeatedly reserve rooms then fail to use them is intended to discourage over-scheduling.

Policy Text:

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
- 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



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- 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
- 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.**

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

Meeting rooms at the downtown library may be scheduled between **7:00 a.m. 9:00 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 72 hours** of advance notice and will be charged a fifteen dollar (\$15) fee per meeting to be paid in advance. Allow sufficient set-up and clean up time when scheduling the room.