

University City Public Library Meeting Room Policy

All meeting rooms at the University City Public Library are available to adult groups and adult-sponsored youth organizations on a first-come, first-served basis.

Rooms are not available for private functions, including but not limited to parties, family reunions, weddings, or receptions. All meetings must be free and open to the public.

No fees or collections shall be made by any group using library meeting rooms or auditorium, including the sale of books, refreshment, or other for-sale items, except for events sponsored by the University City Public Library, the Friends of the Library, or with the permission of the Library Board of Trustees.

An individual or group may reserve ahead 3 sessions per week for small meeting rooms and study rooms (additional sessions on a walk-in basis), and 1 session per month for the auditorium (with additional sessions at discretion of the library). Booking for the next year begins on August 1.

Meeting rooms may be booked for 3 hours per session, with the exception of the auditorium, for which the fee is based on meeting duration.

No announcements, press releases, flyers or other promotional materials may state or imply sponsorship by the University City Public Library without the library's permission.

Groups must assign an age recommendation for any event held in the library, which must be included on any promotional materials relating to the event. Failure to advertise the age recommendation as required by 15 CSR 30-200.015 could result in a group being prohibited from using library space in the future.

Events held in the library are subject to challenge by the public per the Request for Reconsideration of Library Resources policy.

The University City Public Library Board of Trustees shall be the final authority in granting or refusing permission for the use of the library's meeting spaces, and in charging or waiving fees.

USE OF LIBRARY AUDITORIUM

Groups using the auditorium are subject to the above policies pertaining to all UCPL meeting rooms, as well as the following conditions for use of the auditorium:

- The group's purpose must be in the public interest and appropriate for the facility as determined by the Library Director.
- Reservations may be booked online, and groups must submit application and payment to secure the booking.
- The following fee schedule applies per 3 hours of auditorium use:

Non-profit groups: \$20 per 3 hours

Business/residential commercial entity: \$80 per 3 hours

- No fees will be charged to University City agencies and boards, school bodies, City-sponsored events, or to senior citizen groups.
- Food and beverage shall not be served in the auditorium unless pre-arranged with the library, including payment of a \$20 "kitchen" fee, encompassing use of the kitchen and additional cleaning required. NO alcoholic beverages may be served on the library premises.
- Food delivery must be met by a group member and only during hours reserved.
- The library does not supply equipment for serving food or beverage, such as coffee urns, cups, silver, etc.
- The following equipment is available: 125 chairs, 15 tables (30"x72"), projector, screen, lectern, and sound equipment.
- The library cannot store materials, equipment, or furniture belonging to any group, and does not assume responsibility for any items left on the premises.