

University City Public -Library Meeting Room Policy

- All meeting rooms at the University City Public Library are available for adults (age 18 and up) and adult-sponsored youth organizations to reserve 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.
- Meetings should not cause undue interference with regular library service and operations or endanger library employees, customers, or property.
- Food is not allowed in the meeting rooms (except as outlined in the Use of Library Auditorium policy).
- Use of a meeting room may be terminated at any time if the conduct of the group or any member of the group is disruptive or harmful to the facility, library materials, furnishings, or other individuals. Failure to observe these rules may be the basis for denial of all future use of the library meeting rooms by the group, organization, or individual(s).
- No fees or collections shall be made by any group using library meeting rooms or auditorium, including attendance, 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, up to 120 days in advance (additional sessions on a walk-in basis), and 1 session per month for the auditorium (with additional sessions at discretion of the library), with booking for the next calendar year beginning on August 1.
- Meeting rooms may be booked for 3 hours per session.
- 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-appropriate designation for any event held in the library, which must be included on any promotional materials relating to the event. Failure to advertise the age-appropriate designation 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, or the age-appropriate designation of such events, are subject to challenge by a resident of the library district 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 the charging or waiving of fees.

USE OF LIBRARY AUDITORIUM

In addition to the policies listed above, groups using the auditorium are subject to the following rules:

- Reservations may be booked online up to 120 days in advance, and groups may contact the library to book the full calendar year. Groups must complete the auditorium application and submit payment to secure their booking.
 - The library is unable to accommodate set-up requests if application and payment are not received 48 hours, before the event, unless otherwise communicated by our staff.
- 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, its agencies, boards, or commissions, public or private schools located within University City, 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 without approval of the Library Board.
- Food delivery must be met by a group member and only during hours reserved. The library does not supply equipment for food or beverage service.
- The following equipment is available: 125 chairs, 15 tables (30"x72"), projector, screen, lectern, and sound equipment.
- Library-owned equipment may be requested on the meeting room application and checked out on a Library card. Groups using such equipment assume financial responsibility for any damage to, or theft of, equipment in their possession.

- The library cannot store materials, equipment, or furniture belonging to any group, and does not assume responsibility for any items left on the premises.
- All meetings must be free and open to the public.

Adopted by the Board of Trustees April, 2005

Revised 2/2015, 1/2018, 12/2023