

# **Farmington Public Library**

## **Meeting Room Policies and Regulations**

The Conference and Community Rooms of the Farmington Public Library are available for community use. Non-profit civic, cultural, educational organizations may have ready access to the library Conference Rooms at no charge. The Community Room is available free of charge to the Farmington R-VII School District and St. Francois County during regular library hours or requires an organization to be non-profit, a 501c3, or pay a fee according to the schedule. The Library Director or a designee will determine which room is the most appropriate for the size and use of the group. The fact that a group is permitted to meet at the Farmington Public Library does not constitute an endorsement of the group's policies or beliefs.

The Farmington Public Library does not discriminate on the basis of race, color, creed, religion, disability or handicap, veteran status, gender, national origin, ancestry, marital status, age or sexual orientation.

The Library Director or a designee authorizes use of the Conference and Community Rooms and maintains the schedule. In case a question is raised as to the objectives and activities of any organization or group requesting use of a room, the City Administrator has the final authority in granting or refusing permission for said use.

The following regulations apply to the use of the Conference and Community room and any departure there from may be made only by written authorization of the Library Director.

### **I. Availability**

1. Farmington Public Library and the City of Farmington have priority in the use of meeting rooms.
2. The meeting rooms are available for use by organizations of civic, cultural, or educational character but not for social gatherings, money-raising events or commercial purposes.
3. Children's or teen's groups may use the meeting rooms provided they are supervised by an adult. The adult supervision, a person of at least 21 years of age, will be responsible for any damage.
4. Meetings that may disturb regular library functions shall not be permitted.

### **II. Scheduling**

1. The calendar opens on December 1 for scheduling during the following calendar year.
2. A written application form is required before a meeting may be scheduled.
3. Application for permission to use the meeting rooms shall be made at least 48 hours in advance and not longer than 2 months prior to the scheduled meeting.
4. Any meeting scheduled beyond regular library opening or closing hours shall first secure permission from the Library Director 48 hours in advance.

5. The library reserves the right to refuse recurring reservations should they interfere with library programs or general public use.
6. Generally, no group or organization may use the meeting rooms more than once a month. The Library Director may grant exceptions for workshops or educational classes that are consecutive days in length.

### III. Serving Refreshments and Housekeeping

1. Organizers may serve light refreshments or have catering service. No cooking is permitted and no open flame.
2. Alcoholic refreshments, tobacco products, and vapor devices are not permitted under any circumstance.
3. Organizers are required to leave the meeting rooms clean and orderly per the following instructions:
  - a. Clean tables and chairs
  - b. Set room back up as found upon entering
  - c. Put trash into receptacles and remove to outside refuse containers
  - d. Turn off all lights as leaving.
  - e. Close meeting room door/doors
  - f. Place key card, cleaning instructions, and completed room survey back into provided packet
  - g. Leave packet as designated at time of room reservation

### IV. Responsibility for Equipment and Facility

1. No signs, displays, or exhibits may be attached to the walls in any manner.
2. Organizers requesting the use of equipment and facilities accept responsibility for the repair or replacement of damaged or missing equipment. For this purpose the applicant agrees to be contacted by the Library Director, receive a report, and pass the information on to the proper officer of the organization for action.
3. No materials, equipment, or furniture belonging to groups or organizations may be stored on library premises. The library will not assume responsibility for any item(s) left on the premises.

### V. General Regulations

1. Neither the name nor address of the Farmington Public Library may be used as the official address or headquarters of any organization.
2. Per Missouri Secretary of State Administrative Rule 15 CSR 30-200.015, if your meeting room use is open to the public, you must affix an age-appropriate designation to any publication, website, or advertisement for your public meeting, event, or presentation. Please contact the Library Director if you need guidance on how to designate the age-appropriateness of your meeting room usage. Failure to comply may result in rejection of future meeting room requests.

3. Admission fees or collections are prohibited by groups reserving the rooms. The only exceptions are in the case of paid registration which is necessary to cover expenses for format workshops or institutes or a fee to cover actual cost of a library sponsored program. Exceptions must be approved one month in advance of a scheduled meeting.
4. The Library Director or designee is authorized to terminate the meeting of any group that becomes disorderly or objectionable and to deny subsequent use of the meeting rooms to groups that violate policies and regulations.
5. No additional furniture or equipment other than that furnished by the library is to be used without the approval of the Library Director, except laptops and tablets.

#### VI. Schedule of Fees

1. Fees are set each year for the following year by the Farmington Public Library Advisory Board at their November board meeting. Cleaning/damage deposits and set up fees may be waived at the discretion of the Library Director.
2. Sarah Barton Murphy Community Room (seats 100 w/o tables, 48 w/tables)
  - a) Cleaning/damage deposit - \$25.00 refundable if not needed
  - b) Set up fee - \$25.00
  - c) \$350.00 for all day – Five hours or more
  - d) \$90.00 for first hour
  - e) \$65.00 each additional hour
3. Dayse Baker Conference Room (seats 16)
  - a) Cleaning/damage deposit - \$15.00 refundable if not needed
  - b) \$200.00 for all day – Five hours or more
  - c) \$55.00 for first hour
  - d) \$40.00 for each additional hour
4. Dr. Clifton R. Bell Conference Room (seats 8)
  - a) Cleaning/damage deposit - \$15.00 refundable if not needed
  - b) \$100.00 for all day – Five hours or more
  - c) \$35.00 for first hour
  - d) \$20.00 each additional hour