



# OZARK REGIONAL LIBRARY

## Meeting Room Policies and Regulations

The meeting rooms of the Ozark Regional Library are available so the library can promote its programs and services to the people of Iron and Madison counties, and so civic, cultural, and educational organizations may have ready access to library resources. The fact that the group is permitted to meet at the public library does not constitute an endorsement of the group's policies or beliefs.

The Director of the library or designee authorizes use of the meeting room and maintains its schedule. In case a question is raised as to the objectives and activities of any organization or group requesting use of the meeting room, the Ozark Regional Library Board of Trustees has the final authority in granting or refusing permission for the use of the meeting room.

The following regulations apply to the use of the meeting room and any departure therefrom may be made only by written authorization from the Director of the library.

### **I. Availability**

- A. Library programs and library related programs have priority in the use of the meeting room.
- B. The meeting room is available for use by organizations of a civic, cultural, or educational character, but not for social gatherings, money-raising events, or commercial purposes. Organizations may rent the meeting room for educational purposes such as training and workshops. (See the fee schedule on the application form.)
- C. All meeting room programs must announce an age range for said programs.
- D. Children may use the meeting room provided they are supervised by an adult. The supervising adult shall be responsible for any damage.
- E. Meetings which disrupt library functions may not be scheduled.

### **II. Scheduling**

- A. A completed application must be submitted before a meeting may be scheduled.

- B. Application for permission to use the meeting room must be made at least 48 hours in advance and not longer than three months prior to the scheduled meeting.
- C. The meeting room is available for non-library sponsored events only during library operating hours.
- D. Recurring reservations will be accepted for no more than three months at a time. The library reserves the right to refuse or cancel recurring reservations should they interfere with library programs.
- E. Generally, no group or organization may use the meeting room more than once a month. The library may grant exceptions for educational classes or other reasons.
- F. In the event of an emergency, the Library Director reserves the right to cancel meeting room reservations. In the event of severe weather conditions, a group representative will be responsible for listening to local radio stations or checking the library's website for closing announcements.
- G. If your meeting is cancelled for any reason, please notify the library.

### **III. Refreshments and Housekeeping**

- A. Setup is the responsibility of the organization holding the meeting or event.
- B. Organizations may serve light refreshments such as coffee and cookies. No cooking is permitted.
- C. Alcoholic beverages, tobacco, vaping, and recreational drug use are not permitted.
- D. Organizations are required to leave the meeting room clean and orderly. Please notify the circulation desk staff when the meeting is over.
- E. All meetings must end at least 15 minutes before the library closes.

### **IV. Responsibility for Equipment and Facility**

- A. No signs, displays, or exhibits may be attached to the walls in any manner.
- B. Organizations shall accept responsibility for the repair of damage or replacement of lost equipment.
- C. No materials, equipment, or furniture belonging to groups or organizations may be stored on library premises. The library does not assume responsibility for any items left on the premises.

## V. General Regulations

- A. Neither the name, phone number, nor address of the Ozark Regional Library may be used as the official address or headquarters of an organization.
- B. The purposes, objectives, or views of groups using the meeting rooms shall not be advertised in any way to suggest that they are endorsed by Ozark Regional Library. Any publicity for the meeting must include the statement *“This program is not sponsored or endorsed by the Ozark Regional Library.”* Phone number on the publicity must be that of the organization hosting the meeting, not the library. The library is not able to promote or answer questions about non-sponsored organizations or events.
- C. All meetings at the library are to be free and open to the general public. Admission fees or collections are prohibited. The only exceptions are in the case of paid registration which is necessary to cover expenses, e.g., for formal workshops or institutes or a fee to cover actual cost of a library sponsored program. Such exceptions must be approved one month in advance of a scheduled meeting.
- D. The Director of the library or designee is authorized to terminate the meeting of any group that becomes disorderly or objectionable and to deny subsequent use of the meeting room to groups that violate policies and regulations.
- E. No additional furniture or equipment other than that furnished by the library is to be used without library approval with the exception of laptops and tablets.



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## Meeting Room Application Form

Date of meeting \_\_\_\_\_ Time \_\_\_\_\_ Length of meeting \_\_\_\_\_

Name of group/organization \_\_\_\_\_

Is this group/organization a non-profit?    YES    NO

Expected attendance \_\_\_\_\_

Expected age range of attendees \_\_\_\_\_

Name of responsible party (please print) \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Email address \_\_\_\_\_

Purpose or function of the organization (please be specific)

\_\_\_\_\_

Will refreshments be served?                      YES    NO

Will you need library equipment?                YES    NO

If yes, please list \_\_\_\_\_

*In making application for the use of a meeting room, I have been given a copy of the provisions for room use, have read and understand them, and hereby agree to comply.*

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

Application approved by \_\_\_\_\_ Date \_\_\_\_\_

Deposit/rental fee \_\_\_\_\_ Date paid \_\_\_\_\_



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## Meeting Room Fee Schedule

### **Annapolis Meeting Room**

402 N. Allen  
Annapolis, MO  
(573) 598-3706

Seating capacity: 5-35  
Amenities: chairs, tables, projector, WiFi

Cost:  
\$25 for first hour  
\$10 for each additional hour  
\$75/day

### **Fredericktown Meeting Room**

115 S. Main  
Fredericktown, MO  
(573) 783-2120

Seating capacity: 10-50  
Amenities: chairs, tables, projector, WiFi

Cost:  
\$35 for first hour  
\$20 for each additional hour  
\$100/day

### **Ironton Meeting Room**

402 N. Main  
Ironton, MO  
(573) 546-2615

Seating capacity: 5-35  
Amenities: chairs, tables, projector, WiFi

Cost:  
\$25 for first hour  
\$10 for each additional hour  
\$75/day

### **Ironton Study Room**

402 N. Main  
Ironton, MO  
(573) 546-2615

Seating capacity: 1-4  
Amenities: chairs, tables, projector, WiFi

Cost:  
\$10 for first hour  
\$5 for each additional hour  
\$50/day