

Stillwater

Public Library

Policy Title: Meeting and Event Policy
Date adopted: 10/10/2006
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Purpose

Providing space for community meetings and to groups or individuals furthers the Stillwater Public Library's role in the community as a resource accessible to all residents and the public in general. Providing this service also generates revenue which supports the Library's materials, programs, and services beyond what the City of Stillwater funds. This policy guides the reservations and use of the Library's meeting rooms, conference room, study rooms as well as rental of its Community Meeting Wing for weddings and events.

Principles

As a community service, and a connector of ideas and people, the Library makes available a variety of spaces to accommodate differing needs. In addition to providing a forum for the development of a literate, informed citizenry in its dynamic community, the Library is also a destination for special events, such as weddings, community fundraisers, art exhibits, and cultural events. The Library encourages use of its facilities within the policies established by the Board of Trustees.

The Library Board of Trustees subscribes to the [American Library Association's Library Bill of Rights](#). Article VI states: *Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.*

The Library Board of Trustees also subscribes to the [American Library Association's Meeting Rooms: An Interpretation of the Library Bill of Rights](#).

Definitions

Study rooms: Study rooms are intended for quiet study or consultation by students and other community users. The Library provides three study rooms (1 to 2 users) and an adult group study room (3 to 6 users). Sign-up is required at the time of use; advance reservations are not permitted. Study rooms are not intended for commercial purposes.

Conference room: The Library's conference room (3-12 users) has less flexibility than meeting rooms as the room configuration is fixed.

Meeting rooms: Meeting rooms are best suited for programs and events, and can be configured in various ways to meet the needs of different types of groups. Meeting rooms are intended for groups of three or more and are not intended for individual use, study or one-on-one discussions. The Library offers two adjoining meeting rooms that can be combined into one room. Separately, Margaret Rivers A

can accommodate up to 20, and Margaret Rivers B up to 60. Together, the two rooms can accommodate 100+, depending on the configuration.

Non-profit Community Group: Local associations, community groups, higher education institutions and tax-exempt groups engaged in educational, civic, cultural, and charitable activities. Proof of 501(c) status may be required.

Weddings and Events: These are private parties, celebrations or meetings held in defined spaces which are not sponsored by the Library or open to the general public. The Johnson Terrace can accommodate up to 300.

Catering kitchen: An area for food warming and cold storage is available to rent for weddings, receptions, meetings or other events at which food will be served.

Fees

The fee schedule is established by the Library Board of Trustees. Per [Minnesota Statute 134.11, Subd. 2](#), “The library board ... shall have exclusive control of the expenditure of all money collected for or placed to the credit of the library fund...” In fulfillment of its fiduciary responsibility to the Library, the Library Board has delegated authority to the Library Director or designee to make changes in the fee schedule on a case-by-case basis, typically for small events of a short duration that require reduced staff support.

No-charge study rooms are available on a first come, first served basis. No-charge reservable spaces where non-profit community groups can come together to learn and exchange information and ideas during regular Library hours are offered; extended hours may be made available for a fee. The Library also provides fee-based spaces for weddings and events as a service to the community. Revenue generated from rentals is a significant supplement to the budget provided by the City of Stillwater to the Library, and is used to cover the costs of providing facilities and support Library operations.

Pending room availability, the Library Director or designee has the authority to waive fees for the City of Stillwater, other government entities, the Stillwater Public Library Board of Trustees, Friends of the Stillwater Public Library, and the Stillwater Public Library Foundation.

Non-endorsement

Permission to reserve and use a space does not constitute an endorsement by the Library of the group, program, or point of view expressed. The name of the Library may not be used in any publicity for non-library sponsored or co-sponsored meetings except to designate the meeting location. The Library may not be identified as a co-sponsor of a meeting without prior approval.

Reservations and Use Limitations

Reservations usually coincide with library hours. Reservations for rental spaces may extend beyond normal hours with Library Director or designee approval.

Priority for reserving rooms will be given in the following order:

1. Library sponsored and co-sponsored programs and activities
2. City of Stillwater departments
3. General public

In order to provide access to a wide audience of users, the Library may limit the number of confirmed reservations for any individual or group to no more than once per month. The Library also limits how far in advance a reservation may be made. The Library does not automatically book recurring meetings.

Reserved spaces may not be used for the purpose of transacting commercial activities, including the provision of fee-based services, without prior authorization from the Library Director or designee. No entrance fees may be charged to meeting attendees.

The person reserving the space determines the intended audience for the meeting. Scheduled reservations are posted at the Library and/or on the public website.

Designated areas of the Library (e.g., Teen Room or Storytime Room) are for the use of specific audiences and may not be reserved or used by the general public.

The Library Director or designee, when special conditions warrant, may make exceptions to the above.

Responsibilities

Patrons shall comply with all federal, state and local laws. Entrance onto Library property and use of its facilities indicates acceptance of and willingness to abide by all applicable policies and procedures. Future reservations may be denied if an individual or group is out of compliance.

The contact person for the reservation shall be liable for any damages to facilities and furnishings.

The Library retains the right to monitor all meetings, programs and events conducted on the premises to ensure Library policies are followed. Library staff shall have free access to any meeting or event at all times.

Staff are responsible for interpreting and applying this and associated library administrative policies and procedures in daily practice. The Library Director or designee is responsible for working to resolve disputes that may arise over the reservation and use of library spaces.

The Library Board is the final authority in granting or refusing permission for use of library meeting rooms per [Minnesota Statute 134.11, Subd. 2](#).

The most current policy supersedes any and all previous policies issued relative to this subject.