

Stillwater

Public Library

Policy Title: Study Rooms, Meeting and Event Policy
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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. This policy guides the reservations and use of the Library's study rooms, meeting rooms and event wing.

Principles

As a community service, and a connector of ideas and people, the Library makes available a variety of spaces to accommodate differing needs. 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 a 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.

Meeting rooms: 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 the Conference Room (3-12 users) and the Margaret Rivers Room. The Margaret Rivers Room consists of 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 110, depending on the configuration.

Event wing: The library's event wing includes the Margaret Rivers Room, the Conference Room, the Gallery, and the Johnson Terrace (an outdoor rooftop area).

Non-profit and community groups: 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.

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 short duration that require reduced staff support.

1. Study rooms are available on a first come, first served, no charge basis.
2. The Conference Room and the Margaret Rivers Room are reservable spaces, available at no charge during library hours for community organizations, government agencies, and non-profits to come together to learn and exchange information and ideas; extended hours may be made available for a fee.
3. The Conference and the Margaret Rivers Room are reservable spaces available for a fee to for-profits. Revenue generated from rentals helps support the cost of providing meeting space.
4. Custom room configuration may be made available for a fee.

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, Friends of Stillwater Public Library, Stillwater Public Library Foundation
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.

Library spaces shall not be used for private social events hosted by individuals or non-Library partners, including but not limited to weddings, birthdays or anniversary parties. Library spaces are intended for library-oriented activities.

The event wing spaces of the Gallery and the Johnson Terrace may be used by the general public but are not reservable by the general public.

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.