

MEETING AND EVENT SPACE POLICY

Purpose and Availability

In alignment with its mission, vision, and values, the Springfield-Greene County Library District offers a variety of meeting spaces that can be reserved at no cost, as well as meeting and event spaces that can be rented for a fee.

The Library provides equitable access to its meeting rooms and public facilities, irrespective of an individual's or group's views, affiliations, or beliefs.

The library may enforce reasonable time, place, and conduct regulations, while ensuring that such restrictions do not relate to the content or viewpoint of any group or speaker.

Permission to use Library spaces does not constitute or imply endorsement or sponsorship by the Library.

Library-sponsored programs and events shall receive priority in the scheduling of all Library spaces.

The Executive Director or designees may vary policies to better serve patrons and the community.

Types of Spaces

The Library District offers the following types of meeting and event spaces that may be reserved in advance, which are subject to availability and Library guidelines:

1. **Study Rooms** are small rooms designed for individual use or use by up to two people. These rooms are available at no cost.
2. **Conference Rooms** are intended for small group meetings and collaborative work. These rooms are available at no cost.
3. **Community Rooms** are larger spaces that can accommodate groups ranging from 20 to 150 people. These rooms may be reserved at no cost for public meetings and events that meet policy requirements. Patrons may also inquire about availability for fee-based reservations for community room uses such as private events or commercial activities, subject to approval and rules.
4. **Hatch Auditorium** is a unique venue that can accommodate up to 500 people and offers additional amenities and options for staff assistance. Use of this space is subject to applicable fees and requires a signed contract outlining the terms of use and responsibilities.

Eligible and Restricted Uses

Non-fee-based events must be open to the public, except that a public governmental body may hold a closed session pursuant to the provisions of RSMo 610.

Fee-based reservations are considered private events. The following uses of Library spaces are fee-based reservations:

- Fundraisers and events for which admission is charged, donations are collected, or tickets are required
- Soliciting or selling of products or services not directly connected with the Library
- Public education seminars hosted by for-profit businesses, regardless of whether admission is charged
- Personal events, including but not limited to birthday parties, baby showers, bridal showers, or family reunions

The Library may assess fees for other uses not described above.

Light refreshments are permitted in Library Study Rooms, Conference Rooms, and Community Rooms. Meals may be served in all Library Community Rooms.

Alcoholic beverages may be permitted during fee-based reservations with prior approval from Library administration. Additional fees, insurance coverage, and requirements apply.

Except in partnership with Library Services or programming, medical testing, specimen collection, and services such as haircuts, spa treatments, massage, tattooing, or similar activities involving close personal contact are not permitted in any Library spaces.

Hazardous materials, including but not limited to paints, solvents, and explosives, are prohibited. Candles or open flames are also prohibited, except for Sterno used in chafing dishes.

Library space users are expected to fully comply with all applicable provisions of law. The Library does not assume liability for injuries to individuals or damages to personal property that occur as a result of actions of the sponsors or participants in activities in its spaces.

Reservation Guidelines

To best meet community demand, the number, frequency, and duration of reservations allowed vary by branch and by space.

Individuals or groups found to be providing false or misleading information to reserve spaces may face suspension of reservation privileges and/or cancellation of their existing reservations. Reservation policy may not be circumvented by different individuals using their names to register for the same group or by a group using different names.

A reservation may be forfeited if a patron is late for a reserved time. The Library may refuse future reservations to individuals and groups who consistently fail to appear for their reservations or who do not abide by Library policies.

The Library reserves the right to change or cancel reservations. If changes or cancellations are necessary, the Library will provide the affected group with as much notice as possible.

The Library makes every effort to provide accessible spaces. Accommodations may be requested at least three business days before a scheduled event.

Reservation details, including contact information, are public records subject to the Missouri Sunshine Law (RSMo Chapter 610) and will be disclosed consistent with that law.

User Conduct and Responsibility

Any group or individual using Library spaces must comply with the Library's general conduct policies.

Groups and individuals using library spaces will be held responsible for any damage to, or theft of, Library property.

Groups or individuals will be responsible for setup and cleanup of spaces, except in the Hatch Auditorium. The Library will neither store items nor receive deliveries for groups or individuals using any Library space. The Library is not responsible for damage to, or loss of, personal items used at or left in Library spaces.

Hours and Closures

Excepting the Hatch Auditorium, all Library spaces are accessible only during the respective building's operating hours and must be vacated by the building's closing

time. Exceptions may be granted with prior approval from Library administration, and additional fees and conditions may apply

Library spaces are always closed in accordance with the Library's [weather closing policy](#).

Photography, Publicity, and Logo Use

The Library may take photographs of **public** events in Library spaces for its own records and future promotional materials.

All public communications about and publicity for non-Library events must state: *“This event is not sponsored or endorsed by the Springfield-Greene County Library District.”* Use of the Library’s logo is prohibited without written permission.