



Meeting Room Policy

Springfield-Greene County Library District

Policy

The Springfield-Greene County Library District provides meeting rooms for use by federal, state, county or city agencies, Greene County nonprofit organizations and community organizations whose primary membership includes residents of Greene County.

Meetings must be open to the public. Exception: A public governmental body may hold a closed session pursuant to the provisions of RSMo 610. Room use is limited to library branch operating hours unless prior approval is obtained. The Library reserves the right to change or cancel reservations for meeting rooms. The Library reserves the right to take photographs of events for its own records and for future promotional materials. Library events shall receive priority in the scheduling of meeting rooms. The Library reserves the right to relocate a group to a different meeting room.

Permission to use Library meeting rooms does not constitute or imply endorsement or sponsorship by the Library District, and meeting room users are expected to fully comply with all applicable provisions of law. The Library District 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 meeting rooms. Due to the public nature of meeting rooms, booking requests shall be treated as public documents.

Groups using meeting rooms must comply with the Library's Rules of Conduct and Weather Closing Policy.

FAQ

How do I book a library meeting room?

Meeting room requests may be submitted in person, over the phone, or online through the reservation system.

How often can I book a library meeting room?

Reservation limitations apply as follows:

- Community rooms can be booked up to 12 months in advance of the current date. They can be booked up to twice in one month for up to eight hours a day.
- Conference rooms can be booked up to three months in advance of the current date. They have an unlimited number of reservation availability for up to four hours a day.
- Study rooms can be booked up to three months in advance of the current date. They have an unlimited number of reservation availability for up to eight hours a day.

Not sure which type of room you need? Ask a librarian for details.

How far in advance must I submit a room reservation request?

Requests can be submitted online anytime, or you can call the branch for immediate assistance.

What if I'm running late?

If you have not arrived within 30 minutes of the scheduled start time for your reservation, your reservation will be cancelled. If you are running late and need special consideration, please call the library to see if we can adjust your reservation.

What if I need to cancel a reservation?

Please alert the library branch staff if you need to cancel a reservation. You can do this online or by calling the library branch. The Library reserves the right to refuse future bookings to groups that consistently fail to appear on scheduled meeting dates.

Can I have a party at the library?

Personal events such as birthday parties and family reunions are not allowed.

Can I use a room to sell products or services?

No soliciting or selling of products or services not directly connected with the Library may take place. No admission may be charged. Businesses may not use meeting rooms for public education seminars.

Who sets up the room?

Groups are responsible for setting up tables and chairs as needed. Please plan for setup time when making your reservation. Hazardous materials and open flames are prohibited, but Sterno (canned heat) for chafing dishes is allowed.

Can I bring food?

Meals may be catered into all branches except the Fair Grove Branch. Groups planning a meal event must pay a fee of \$20 in advance. The fee is waived for meals catered by food service vendors leasing space through the Library District. Alcoholic beverages may not be served.

Can I have a staff meeting at the Library?

Yes. Greene County businesses may reserve meeting rooms for internal employee training and staff meetings.

What if I need to set up before normal operating hours?

With staff approval, arrangements can be made for access to meeting rooms prior to normal operating hours, depending upon location. Contact staff for assistance.

What if my group isn't finished by closing?

All meetings scheduled in library buildings must be completed by closing time.

Arrangements can be made for room use after normal business hours at the Ash Grove Branch with staff approval.

What if I need to use a computer or projector?

Most branches have equipment such as computers or projectors that you can borrow for the meeting rooms. You may reserve equipment through the online reservation system, or library staff can assist you with equipment reservation.