



Meeting & Study Room Policy

Adopted June 2023.

Meeting Rooms

The Calloway County Public Library makes available public meeting spaces for users of the library in accordance with the following policy. The primary use of Library Meeting Rooms shall be for Library or Library-sponsored activities held in conjunction with the Friends of the Library or community partners or for other library purposes.

When otherwise available, the library will offer Community Rooms A&B or a combination of the two for the use of groups and citizens, regardless of their affiliation or beliefs, for a *fee*. The Rooms will be available for groups or citizens to conduct programs, meetings, seminars, planning sessions, training programs, and related activities.

Reservations & Cancelations

Make your reservation in person or online by visiting the Circulation Desk. Reservations are made on a first-come/first-served basis but are considered tentative until both a completed meeting room agreement and full payment are received. Tentative reservations will be canceled after seven working days.

- Meeting rooms may be reserved up to 3 months in advance.
- The submitted meeting room request constitutes an agreement that a meeting will take place. Failure to cancel the meeting 24 hours prior to the reserved time or failing to show up may be cause for refusing future requests by that group for meeting room space.



- Groups must pay in full within seven days of approval, or the room will be released.
- An adult age 18 or older must sign the Library Meeting Room Request form, and at least one adult aged 18 or older must be present when youth groups use the meeting rooms. Adults must supervise groups of users under 18 at a ratio of one adult per every five users under 18.
- As part of the reservation request to use meeting rooms and spaces, the group or organization shall agree to indemnify and hold harmless the library against any actions or suits undertaken in relation to the use of the library's meeting room and facilities.
- Unless advance arrangements have been made to use the meeting rooms outside of library hours, the meeting rooms must be cleaned and vacated 30 minutes before closing. The Library Director or designee must grant special permission to use the room outside normal library hours.
- In the event of a conflict with a Library-sponsored program, the library program has priority. The library reserves the right to revise any scheduled meeting arrangements and to preempt established reservations on reasonable notice to the applicant.
- Unless specifically authorized by the Calloway County Public Library administration for facility events, alcohol is not permitted on library property. (Please see CCPL's Alcoholic Beverage Policy)

Terms & Conditions

1. All meetings are open to the public and free of charge or requested donations. Meeting rooms are not intended for private use, study, tutoring, one-on-one discussions, or personal or social events.



2. Meetings organized by campaign committees or groups designed specifically to promote or oppose candidates or ballot issues are not permitted. Meetings at which candidates will discuss current election issues are permitted, provided the meeting is hosted by a non-partisan, non-profit organization and that all candidates for the same office have been invited. Meetings held by elected officials to gather community input or communicate with their constituents are permitted.
3. Discussion groups studying religious topics are permitted. Worship services are prohibited.
4. The fact that a group is permitted to meet in the library does not in any way constitute library endorsement of the group's policies or beliefs.
5. Neither the name nor the address of CCPL may be used as any organization's official address or headquarters.
6. No mail or shipments of materials will be accepted for organizations or individuals.
7. The library's phone number or logo shall not be used by any groups in meeting announcements.
8. Groups holding meetings must in no way affiliate themselves with the library, either through written publicity, signage, or verbal statements.
9. Any publicity for the meeting must include the statement, "This is not a program sponsored by or affiliated with CCPL."
10. Any contact information in publicity for the meeting must be that of the organization hosting the meeting.
11. The library does not provide babysitting or daycare services. Children are not to be left unattended in the library while parents attend meetings.
12. Each group using meeting rooms is expected to inform staff when the meeting is finished and report the number of attendees.
13. Any special table or seating arrangements shall be the responsibility of the group using the meeting room. When scheduling, groups should allow extra time for setting up the room before the meeting is to start and for returning it to its original condition when the meeting is over.
14. Meeting Rooms are equipped with a drop-down screen. Groups must provide their own laptop computer, projector, or electronic devices. If assistance is needed to use the drop-down screens, users may speak with a Staff Member.



15. Groups bringing their own equipment may arrange for a time to test equipment in advance. The library cannot guarantee compatibility with all consumer electronics.
16. No storage is provided for the property of organizations or individuals using the library, and the library is not responsible for any items left in the building.
17. Tacks, nails, glue, paint, marker, tape, or any other type of material that might damage, shall not be used on walls or equipment. Each group using meeting rooms is expected to leave the room in the same condition in which it was found.
18. Each group shall be responsible for damage to the room and its contents, including any library equipment used by the group. A charge will be assessed for any special cleaning or repairs made necessary by a group.
19. Light refreshments are permitted in the meeting rooms. All refreshments, other than coffee and tea, shall not be prepared on library premises.
20. The CCPL building is smoke-free. Smoking, open flames, burning incense, and lit candles are prohibited.
21. Each group shall be responsible for damage to the room and its contents, including any library equipment used by the group. A charge will be assessed for any special cleaning or repairs made necessary by a group.
22. Each group is responsible for ensuring that attendance at its meeting does not exceed the maximum occupancy for the meeting room as set by the Fire Marshall.
23. Meetings should not cause undue interference with regular Library service and operations or endanger Library employees, patrons, or property.
24. Use of the meeting room may be terminated at any time if the conduct of the group or any member of the group is disruptive or harmful to the facility, Library materials, furnishings, or other individuals. Failure to observe these rules may be the basis for denial of all future use of the library meeting rooms by the group, organization, or individuals.
25. In the event of a conflict with a Library-sponsored program, the library program has priority. The library reserves the right to revise any



scheduled meeting arrangements and to preempt established reservations on reasonable notice to the applicant.

Meeting Room Fees & Payment Information

Payments may be made by check or money order.

Meeting Room A \$30/per hour**
(minimum HALF-HOUR increments)

Meeting Room B \$30/per hour**
(minimum HALF-HOUR increments)

Meeting Rooms A & B \$60/per hour**
(minimum HALF-HOUR increments)

Payment Information

In order to hold a meeting time slot, applicants must complete the application in full. A meeting room is not considered reserved until after the application is received, approved, paid for, and confirmed by the library.

Once a meeting room booking has been approved, payment must be made within seven days. If payment is not received within seven days, the booking will be canceled, and the time slot will be made available for other bookings.

Applicants that fail to notify the library of a cancellation waive the right to any return of fees and may be denied future reservations.



If a meeting is canceled less than 14 days prior to scheduled use, fees will not be refunded but may be applied to another booking arranged at the time of cancellation.

If a meeting is canceled more than 14 days prior to scheduled use, fees will be refunded in full or may be applied to another booking arranged at the time of cancellation.

If the library cancels a meeting because of an emergency, fees will be refunded in full or may be applied to another booking to take place within six months after the cancellation date. The library will not cancel another group's meeting for a rescheduled time.

Meetings that run beyond scheduled times will be billed at the regular hourly rate in 30-minute increments except when another group is waiting to use the room or at the end of the day when the library is closing, in which case the hourly rate will be doubled.

In the event of a conflict with a Library-sponsored program, the library program has priority. The library reserves the right to revise any scheduled meeting arrangements and to preempt established reservations on reasonable notice to the applicant.



Study Rooms

Four small study rooms are available to reserve during regular business hours on a first-come, first-served basis. Rooms must be vacated 30 minutes prior to closing.

These rooms are intended for use by individuals seeking a quiet study area. Limit of 2 persons per study room. *Children not yet in high school must have an adult reserve the study room and be accompanied by an adult/caregiver (aged 18 or older).

Reservations made for the small study rooms are limited to one two-hour session per day. The study rooms may be requested up to 1 week in advance of the date needed, and you may have only one active study room reservation at a time, and you must finish a reservation before booking a new one. High school students and adults may reserve these rooms. (Please see the CCPL Unattended Child Policy)

Users must provide their own laptop computer or electronic devices.

Furniture and/or equipment from the main area of the library may not be brought into study rooms.

Light refreshments are permitted in the study rooms. This includes individually packaged items such as packaged snacks, individual containers of soda, pieces of fruit, box lunches, etc.