

BOONSLICK REGIONAL LIBRARY  
POLICY

MEETING ROOM

Boonslick Regional Library offers rooms in its branches to provide nonprofit organizations, community groups, businesses, and individuals with access to semi-private meeting space.

The scheduling of library programs and activities in the library meeting room(s) will take priority over scheduling meetings for outside groups and organizations. If the meeting room(s) become unavailable on your reservation date, you will be notified as soon as possible to make other arrangements.

Dates are booked using the first come, first served method. All bookings must be made through the library branch at the location you would like your meeting to be held:

Sedalia, Administrative Office, (660) 827-READ x 501  
Boonville (660) 827-READ x 101  
Cole Camp (660) 827-READ x 201  
Warsaw (660) 827-READ x 401

The meeting room hours of operation are from 8:00 a.m. to 10:00 p.m. The meeting room may not be used after 10:00 p.m.

Use of the library meeting rooms does not imply Library endorsement, and no announcement, press release, flyer, or promotion should state or imply Library endorsement or sponsorship of the event or the organization. Such announcements, press releases, flyers, or other promotions should clearly state the sponsoring group's name, note the age-appropriateness of the event or program and refer to the Library only as the location of the meeting/event.

The person booking the meeting room(s) will be known as the **RESPONSIBLE PERSON**. Boonslick Regional Library will be known as BRL.

- The **RESPONSIBLE PERSON** must have a valid BRL card and must be free of any debt or monetary responsibility to BRL. The **RESPONSIBLE PERSON** must not have any overdue materials with BRL when booking.
- Only individuals 18 years of age or older may book the meeting room.
- **A MEETING ROOM RESERVATION APPLICATION** must be filled out completely on file and approved (for each booking requested) at BRL before a date can be reserved or booked.
- Reservations will be accepted no more than twelve months in advance. If a meeting is canceled, the **RESPONSIBLE PERSON** will inform BRL of the cancellation.
- The **RESPONSIBLE PERSON** must be in attendance during the entire event booked.
- The Director has the right to preview, restrict, or prohibit any materials to be viewed, shown, or distributed on library premises. This includes, but is not restricted to,

profitable items; handouts, flyers, videos, agendas, subject guides, and handbooks (see enclosed publicity policy that requires every event or presentation held at the library MUST indicate the age-appropriate designation to any publication, website, advertisement, etc. for such event or presentation.)

- Group must assign an age recommendation for the stated purpose of their meetings, and failure to advertise the age recommendations required by the 15 CSR 30-200.015 could result in the group being prohibited from using the space in the future.
- Computer equipment may be available upon request.
- The **RESPONSIBLE PERSON/ORGANIZATION** will be held liable for any and all damages to the building, building materials, equipment, furnishing, etc., while using the library facility.
- With the exception of the Friends of the Library group, the room(s) are not available for money-raising or commercial purposes. Groups using the library rooms may not charge admission or for material(s) distributed at meetings or workshops.
- Sale of products or services is not permitted on Library property. Meetings whose main purpose is to sell a product or service will not be allowed. However, authors scheduled by the library for a program (author visit) are permitted to sell their books. Activities likely to disrupt library functions are prohibited.
- Groups must comply with the maximum seating capacity of the meeting rooms as determined by the local Fire Department and code. The following is the maximum seating capacity by location:
  - Boonville Branch - 15 occupants
  - Cole Camp Branch - 20 occupants
  - Sedalia Branch - 50 occupants
  - Warsaw Branch - 45 occupants
- Smoking is prohibited in the BRL facility. Smoking is prohibited by law in all public meeting rooms.
- Serving of light refreshments should be indicated at the time the room is booked. The group using the meeting room will have to provide its own coffee, coffee pot, utensils, paper goods, refreshments, etc.
- No alcoholic beverages will be allowed on the library premises.
- Groups may not use the Library's name or address as their own address or headquarters location or store their property at the Library between meetings. The Library's telephone number may not be placed on the publicity, as the Library is not a source of information concerning the event. The sponsoring group must use its own telephone/cell number for publicity. A telephone for use by the public is not available in the BRL building. Please do not plan to receive phone calls or messages at the library during the meeting.
- Library staff reserves the right to enter all meetings held in Library District facilities.
- Meeting rooms are not for personal or social events such as weddings, funerals, birthday parties, or reunions.

- The meeting room(s) must be returned (set up) to the condition in which it was found.
- Failure of securing BRL property will result in denial of meeting room privileges to the **RESPONSIBLE PERSON/ORGANIZATION**
- BRL will not be responsible for accidents of any kind.
- BRL will not be liable for theft, vandalism, or damage to any personal property while on BRL premises.
- BRL is not responsible for damages incurred from using BRL equipment, furnishings, etc.
- Use of the library meeting room is free; however, donations are appreciated.

adopted by the Board of Trustees September 27, 1994  
supersedes all previous policy  
revised September 24, 1996  
revised October 25, 1996  
revised October 22, 2002  
revised May 24, 2005  
revised July 25, 2023

BOONSLICK REGIONAL LIBRARY  
MEETING ROOM RESERVATION APPLICATION

**ORGANIZATION INFORMATION**

Application date \_\_\_\_\_

Name of Group/Organization \_\_\_\_\_

President \_\_\_\_\_ Vice-Pres. Sec/Treasurer \_\_\_\_\_

Purpose and function of the organization \_\_\_\_\_

Age-Appropriate Designation for event/program \_\_\_\_\_

**MEETING INFORMATION**

Date(s) room requested \_\_\_\_\_ Meeting time (please allow for setup and cleanup) \_\_\_\_\_

Nature of Meeting \_\_\_\_\_

Probable length \_\_\_\_\_ Probable attendance \_\_\_\_\_ Will you need any special equipment (computer, etc)? \_\_\_\_\_

If yes, what is needed \_\_\_\_\_

What type of refreshments will be served? \_\_\_\_\_

What type of literature (handouts, brochures, etc.) will be offered to your guests? \_\_\_\_\_

Will there be publicity about this meeting? If so, what type \_\_\_\_\_

All publicity MUST indicate the age-appropriateness of the event/program and be approved by staff. Please attach a copy of the publicity to this application.

**APPLICATION INFORMATION**

Name of Responsible Person \_\_\_\_\_ Address \_\_\_\_\_

Phone number \_\_\_\_\_

BRL Card Number \_\_\_\_\_

X Signature and Title of Responsible Party

My signature verifies that all the above information is accurate. I have read the provisions for using the meeting room(s) and publicity policy and agree to comply with them.

**FOR OFFICE USE ONLY**

Application taken by (Library Personnel) \_\_\_\_\_ Branch \_\_\_\_\_ Date Submitted \_\_\_\_\_

Publicity Approved by BRL staff \_\_\_\_\_ Application approved by \_\_\_\_\_ Date \_\_\_\_\_

Date booked by (Library Personnel) \_\_\_\_\_ Date organization notified \_\_\_\_\_

DONATIONS ARE GREATLY APPRECIATED