

South St. Paul Public Library

Meeting Room Policy & Guidelines

1. The meeting room is available for single meetings or programs. The room is not available for private support of organizations, groups that are largely commercial in nature, or for the direct sale of merchandise for profit. Meetings shall not be limited to the membership of the organization, but shall be open to all interested persons. Library programs and library-related meetings shall receive first consideration in the scheduling of the room. The library will be glad to consider requests from any group to sponsor or co-sponsor meetings or other activities in the public interest.
2. The meeting room will be available for use only during hours when the library is open.
3. Reservations for use of the meeting room are to be made with library staff. Staff will enter the contact's name and phone number in the electronic calendar. Reservations may be made by telephone. Bookings may not be made more than 60 days in advance of the date of the meeting. If a recurring reservation is not used two consecutive times, all remaining reservations will be canceled and the group will be notified. If a group does not arrive within 15 minutes of a reservation, and another group wishes to use the room, the second group will be allowed entrance.
4. Groups may not use the library's address as the official address or headquarters of the organization, and advertisements for meetings held at the library cannot suggest library sponsorship.
5. Children's groups may use the room provided they are supervised by one or more adult sponsor.
6. Each group is responsible for setting up and leaving the room in an orderly condition and for replacement of lost or damaged equipment.
7. The library cannot undertake to care for or store any material for groups using the meeting room.
8. Groups may serve light refreshments (no alcoholic beverages) in connection with meetings provided that they clean up and leave the room in an orderly condition. All waste and recycling material should be placed in the designated receptacles.
9. Library meeting rooms do not carry public performance rights or license. Copyrighted film or video content cannot be shown in a library meeting room without this license.
10. Library staff are not able to handle telephone calls for meeting attendees.
11. The use of the meeting room by any group does not in any way constitute an endorsement by the South St. Paul Public Library of the group's policies and beliefs.
12. The use, terms and conditions are subject to modification and discontinuance by the Library Board without notice.
13. The maximum number of people allowed in the meeting room is 14.