

Meeting Room Policy

The Stillwater Public Library provides meeting rooms to the community as a public service to access and share information and participate in programs created for enrichment and lifelong learning. Use of the library's meeting rooms does not constitute library endorsement or approval of viewpoints expressed by meeting sponsors, speakers, or participants, and no advertisement or announcement implying such endorsement is permitted.

The library provides access to meeting rooms on an equitable basis, regardless of the race, religion, nationality, or political views of individuals or groups requesting their use. The library will not deny access to meeting room space due to the controversial content of a meeting or gathering, or disapproval of an individual or group within the community.

Scheduling priority is given to programs and meetings sponsored by the library and the City of Stillwater. Meeting room use is available on a first-come, first-served basis to individuals and organizations and is subject to cancellation at any time.

Failure to comply with the meeting room policy may result in the inability to schedule and use the library's meeting rooms. Fees may be charged for damage or misuse of the room or equipment.

Eligibility:

- To rent space, applicants must be 18 years old, submit a complete meeting room application in advance, and agree to follow all policies and rules.
- Applicants are subject to any applicable rental fees listed in the Fee Schedule.
- The meeting room applicant must be in attendance for the duration of the scheduled meeting.

Use Restrictions:

- The library does not allow meeting rooms to be used for personal events such as birthday parties, weddings, wedding receptions, baby showers, reunions, funerals, or other similar events. The library does not have sufficient resources to assist with such events and encourages applicants to contact the Stillwater Community Center.
- The use of the room for any unlawful purpose is not permitted.
- Red punch, cooking, alcoholic beverages, illegal substances or drugs, firearms, weapons, open flames, and smoking are not allowed.
- Room capacity must be followed.
- While individuals may use library meeting rooms for business, they are not intended to be used regularly as office space.
- No services or products may be bought or sold to the public unless the organization is affiliated with the library or City of Stillwater.
- Non-profit organizations recognized as tax-exempt under Section 501(c)(3) of the Internal Revenue Code, as well as governmental entities, may use library meeting rooms to conduct fundraising events.

Conduct

- The applicant must manage the orderly behavior of all attendees, and the library's Personal Conduct Policy must be observed at all times. In the event of misconduct, library staff may immediately terminate the event/meeting and clear the premises.
- Activities must not disrupt regular library operations including, but not limited to, soliciting or conducting surveys, making loud noise, and blocking entries, fire lanes, or walkways.
- The library will not be liable for personal injury or items lost, damaged, or stolen. Personal belongings should not be left unattended.

Scheduling Parameters

- Meeting room use must occur during library hours. Meetings should terminate 15 minutes before the library closes to ensure all attendees have exited the building at closing time. Exceptions may apply for meetings starting as early as 8 a.m. depending on staff availability; however, staff are not available to provide assistance until 9 a.m. Meeting rooms are not available after the library is closed except for library-sponsored events.
- Failure to notify the library of cancellation at least 24 hours in advance are subject to a two-hour usage fee. Exceptions include unexpected library closings.
- Reservations cannot be made for more than one year in advance.
- The library reserves the right to cancel any meeting should conditions warrant. When the library closes due to an emergency, reasonable efforts will be made to notify organizations scheduled to use a meeting room.

Setup, Cleanup, Equipment

- Requests for use of equipment must be made at the time of the room reservation. Available equipment and costs are listed on the application form. Equipment must remain in the library.
- It is the responsibility of the Applicant to schedule the time needed to test any reserved audio-visual equipment before the scheduled meeting.
- Furniture setup must be coordinated in advance.
- All computers and technology used must work within the library's computer environment. If using library computers, users agree to comply with the library's Computer Use Policy.
- The Applicant is responsible for the space and all its contents and for any loss or damage to the building, furniture, or equipment, including laptops, projectors, and other AV equipment.
- Refreshments may be served by the group. Members of the group are responsible for bringing all serving equipment, napkins, cups, and other supplies needed. A kitchen is available to reserve free of charge with space rental. Coffee service is available during certain hours for an added fee.
- The room must be left clean and in its original condition.
- Groups are responsible for disposing of all food or trash in bins.
- No tacks, nails, or adhesive tape are to be placed on doors, walls, furniture, etc.
- No ladders may be used, and no items may be hung from the ceiling.
- Groups are responsible for providing their own meeting supplies including paper, flip chart pads, pens, pencils, etc.
- Materials may not be stored at the library before or after room use unless sponsored by the library or City of Stillwater, or with advanced permission.

Payment Guidelines

- Hourly meeting room fees will be assessed based on the time scheduled. Payment of meeting room fees is due prior to the scheduled event. Failure to remit payment prior to the scheduled

date will result in the reservation being cancelled. Organizations that operate under a purchase order or similar billing process may be exempt from the advance payment requirement with prior approval from the Library Director or designee.

- If use of a meeting room exceeds the time scheduled, additional fees will be incurred. Additional fees incurred shall be due within 30 days of the invoice date. Late payments are subject to a \$25 late fee for every month that payment has not been received. .
- A deposit may be required at the time of reservation. The deposit will be refunded if the room is vacated at the scheduled time and left in good condition. If the room is not vacated on time, or if there is damage or excessive cleaning required, the library will use the deposit to cover the costs of the overage and associated costs for repair.

Rooms Available for Free Use

The library has two rooms available in the main library that can be used free of charge, the Study Room and Room 138. Food is not allowed in these rooms, but drinks with lids are permitted.

The Study Room and Room 138 may be reserved by nonprofits and by individuals for a maximum of four hours per day. Business use is not permitted. Additional time may be granted if the room is available. A total of 12 reservations can be made in advance, with no more than two reservations per week. When the room isn't reserved, walk-in requests are accepted.

If the free rooms in the main library are in use, patrons may be allowed to use a room in the north building as a walk-in for no charge if it is available and they meet the requirements for free use. Rooms in the north building cannot be reserved in advance for these purposes.

Meeting Room Fee Schedule

Room(s):	Description	Capacity	*Resident	*Non-Resident
138	Boardroom (for nonprofits and individual use only)	12**	No fee	No fee
Study Room	Study room (for nonprofits and individual use only)	5	No fee	No fee
202, 214, 313	Classroom/Small conference rooms	40**	\$30/hour	\$45/hour
119	2,108 sq. foot classroom	67**	\$45/hour	\$67.50/hour
Auditorium	2,128 sq. foot multi use room	230**	\$45/hour	\$67.50/hour
Reception Area	804 sq. foot multi use room	85**	\$35/hour	\$52.50/hour
Other fees:				
Room Deposit	Not required for government agencies or free use rooms (138, Study Room)		\$50	\$50
Setup/Cleanup Fee	Applied for chair and table setup and teardown; when catered food has been served; and when preconfigured rooms are rearranged		\$25	\$37.50
Technical Assistance	When available and by prearrangement		\$30	\$45
Tablecloths	White tablecloths – subject to availability		\$5 each	\$7.50 each
Coffee & Tea Service	Coffee will be prepared including condiments, cups, and napkins	12 cups	\$15	\$22.50
		24 cups	\$30	\$45
		36 cups	\$40	\$60

* Resident is defined as someone who lives inside Stillwater city limits. A non-resident lives outside Stillwater city limits.

** Capacity can vary depending on room configuration

Disagreements concerning any aspect of this policy may be appealed to the Stillwater Public Library Board.

Date Revised: 6/24/1414; 11/28/17; 11/18/25