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## Meeting Room Policy

The Library Center of the Ozarks has meeting rooms available for both Library and public use. Permission to use library rooms in no way constitutes or implies endorsement or sponsorship by the Library or its Board of Trustees of the organizations or individuals using the space, nor of any content, viewpoints, or beliefs presented.

The following guidelines govern non-Library use of the rooms. Any violation may result in a ban on use.

### The Public Nature of Use

- LCO reserves the right to enter all meetings held in the library, except for lawful closed sessions of governmental bodies pursuant to the provisions of [RSMo 610](#).
- Due to the public nature of meeting rooms, booking requests shall not be protected as a Library (circulation) Record, as defined in [RSMo 182.815](#), but treated as public documents.

### Sales, Charges, Fees, & Fundraising

- Users cannot sell any products or services in the rooms.
- Admission charges, solicitation, sales, and participation fees of any kind are prohibited. The exception is a reasonable charge for "workshop materials," where the decision to purchase rests with the attendee. A decision not to buy the materials does not bar the attendee from otherwise participating in the meeting.
- Political candidates, political action committees, and other political advocacy groups, either issue-related or candidate-driven, may not solicit or receive campaign contributions on library property.
- Fundraising activities or events of any kind are prohibited, except those directly benefiting LCO.

### Required Conduct

- Activities in meeting rooms must not disrupt library operations. Users are expected to fully comply with posted occupancy limits, all library policies including behavioral policies, and any applicable provisions of state and federal law.
- Users are expected to follow all federal, state, and local health and safety guidelines while using the meeting room which may include limited capacity, physical distancing, face coverings, and sanitizing.

- Personal events such as birthday parties, baby showers, bridal showers, and family reunions, or similar activities are not allowed.
- LCO does not assume liability for illness or injuries to individuals or damage to personal property that occur because of actions of the sponsors or participants in activities in its meeting rooms.
- A group or individual is responsible for the set-up of tables and chairs and for cleaning the room at the completion of the meeting. All trash must be placed in a trash can or removed by your organization immediately following the meeting. Reservations must include time for set-up and cleaning.
- The individual who made the reservation for a group is responsible for ensuring that the group follows the guidelines and adheres to the policy.
- Rooms should be returned to their original condition prior to leaving.

### **Food & Drink**

- Acceptable food and drink:
  - Covered cups, including coffee, tea, or bottled water. No red liquids please.
  - Individually wrapped treats or candy (small bags of crackers or cookies) only.
- Meals are not allowed.
- No alcoholic beverages.
- A charge may be assessed if cleaning or repair is required by library staff.

### **Damage**

- Individuals and organizations are responsible for any damage to library furnishings, fixtures, or equipment.
- Users may not use staples, tacks, or nails to hang items on walls.
- A charge may be assessed if cleaning or repair is required by library staff.

### **Equipment**

- Users may bring their own audiovisual equipment, laptop computers, flip charts, etc. Please bring an extension cord for any equipment needing power.
- If a user would like to use the library's equipment, they will be required to receive instruction on its operation from a library employee before the event. Contact library staff for training.

### **Room Rental Fee**

#### Cardholders

- Current cardholders in good standing (no fines or fees) of LCO may use rooms at no charge and must be in attendance.

#### Non-Cardholders

- Non-cardholders will be charged a non-refundable fee according to the room rented.

- The fee must be paid at the time of the reservation or before the meeting begins.
  - Small Meeting Room: \$5.00 per hour
  - Technology Room: \$10.00 per hour
  - Conference Room: \$10.00 per hour
  - Program Room: \$10.00 per hour

### **Reservations and Scheduling**

- Rooms may be reserved online or by calling the library.
- Individuals who reserve the room for a group assume responsibility for the group and must be present for the entire meeting.
- Rooms are available only during hours when the library is open to the public.
- Requests to use rooms are accepted on a first-come, first-served basis.
- Reservations must be made at least 72 hours in advance to allow time for staff approval.
- Reservations may be made up to 60 days in advance of the reservation date.
- Rooms may be used on a walk-in basis, if space is available.
- Rooms may be reserved hourly.
- Rooms may be reserved by the same individual or group no more than eight (8) times per month.
- Meetings must end (including cleanup) at least 15 minutes prior to the library closing. It is the user's responsibility to confirm library hours.
- Individuals must notify library staff 24 hours in advance if a reservation needs to be canceled.
- A reservation may be forfeited if the individual or group is 15 minutes late for a reserved time and hasn't notified the staff. LCO reserves the right to refuse future bookings to groups that consistently fail to appear on scheduled meeting dates.
- Failure to comply with these regulations will result in a loss of reservation privileges for 30 days for the first offense, 60 days for the second offense.
- If the behavior persists or the offense is severe, LCO leadership may ban future reservations.
- LCO reserves the right to relocate a group to a different meeting room.
- Library sponsored programs have priority. (examples: summer reading programs, Board of Trustees Meeting, Friends of the Library)
- LCO reserves the right to reschedule, deny, or cancel a meeting if it conflicts with other library programs, operations, or weather conditions. If the library is closed for any circumstance, the rooms will not be available, and a refund will be given.

### **Rooms Available for Rent**

#### **Small Study Room (1)**

- Located on the main level
- Maximum capacity of six (6) people

- Seating cannot be modified
- TV with HDMI input
- 140 square feet

#### Technology Room (1)

- Located on the main level
- Maximum capacity of 20 people
- Moveable tables and chairs
- Large screen TV with HDMI input, sound bar, and microphone.
- 510 square feet

#### Conference Room (1)

- Located on the lower level
- Maximum capacity of 30 people
- Moveable tables and chairs
- Large screen TV with HDMI input
- 570 square feet

#### Program Room (1)

- Located on the lower level
- Moveable tables and chairs
- 2,300 square feet

The library leadership has the authority to adjust the policy according to circumstances.

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