



Public Meeting Room Policy

1) Purpose: The Topeka and Shawnee County Public Library encourages public use of meeting rooms as gathering places to exchange ideas, access and share information and participate in programs created for public enjoyment. Pursuant to the authority granted them by Kansas laws¹ this library's Board of Trustees adopts the following rules, regulations and fees for public use of meeting rooms and event spaces.

2) Reserving Space: Any individual or organization desiring to reserve meeting or gathering space at the library must first contact the events coordinator.

3) Space Priority: Programs and functions hosted or presented by the library are entitled to priority, including the necessity for the library to cancel a reservation made by a non-library organization or individual, if the space is needed for library purposes.

4) Prohibited Activities: Library meeting rooms and event spaces may not be used for any activity that is incompatible with the library environment or interferes with its operations. Examples of prohibited activities include but are not limited to: weddings, anniversary celebrations, funerals, birthday parties, reunions, dances, private parties, trade shows, conventions or pageants.

Sales of products or services, charging admission or registration fees, and/or soliciting donations other than in conjunction with a program or event sponsored or hosted by the library, The Library Foundation, or the Friends of the Topeka and Shawnee County Public Library are prohibited in meeting rooms and event spaces, provided however, that those hosting meetings or events may recover the actual cost of the printed materials, food and beverages distributed or served at the meeting or event.

5) Customer Conduct Policy: Those hosting meetings and events at the library and their guests agree to abide by all policies and regulations relating to the use of library facilities and accept responsibility for any and all damages to the library building, contents and equipment normal wear and tear accepted.

6) Insurance Requirement: At the sole determination of the Executive Director, a comprehensive general liability insurance policy in an amount not less than \$1 million naming the Topeka and Shawnee County Public Library as an additional insured may be required for

¹ See K.S.A. 12-1265 and 1266(a).



certain types of events, in which case, the certificate of insurance must be filed with the events coordinator at least one month in advance of the event.

7) Catering: All food and beverages served at events or meetings must be supplied by and purchased from the Millennium Café. Alcoholic beverages may not be served at meetings or events during hours that the library is open to the public.

8) Fees and Charges: The library may charge any and all applicable fees to any organization or individual using meeting rooms and event spaces. Subject to the other terms of this Policy, no room rental fee shall be charged to any non-profit organization or community group, individual or governmental organization holding a meeting or event that is both free and open to the public.

9) Restrictions: The library may impose time, place or manner restrictions on the use of meeting rooms and event spaces to 1) ensure that **all** patrons may use the library to the maximum extent possible, and 2) maintain the library environment.

10) Delegation: The Executive Director or her designee is granted full authority to decide any exception to this Policy and to establish the procedures and fees necessary to implement it.

	TSCPL	TLF	Friends	Government	Community Group	Non-profit	Individual	For-profit
Open Meeting								Fee
Closed Meeting				Fee	Fee	Fee	Fee	Fee
After Hours		Fee	Fee	Fee	Fee	Fee	Fee	Fee

Approved: April 20, 2006

Board of Trustees
Topeka and Shawnee County Public Library