



West Plains Public Library Meeting Rooms

Policy:

A public governmental body may hold a closed session pursuant to the provisions of [RSMo 610](#). Room use is limited to Library operating hours unless prior approval is obtained. The Library reserves the right to change or cancel reservations for meeting rooms. The Library reserves the right to take photographs of events for its own records and for future promotional materials. Library events shall receive priority in the scheduling of meeting rooms. The Library reserves the right to relocate a group to a different meeting room.

As a public institution, the Library upholds the First Amendment and the right to freedom of expression and assembly. We recognize the vital role libraries play in protecting intellectual freedom and providing a space where diverse voices, ideas, and perspectives can be shared. The Library supports the right of individuals and groups to gather, discuss, and engage with a wide range of topics, even those that may be controversial or challenging.

Permission to use Library meeting rooms does not constitute or imply endorsement or sponsorship by the Library, and meeting room users are expected to fully comply with all applicable provisions of law. The Library does not assume liability for injuries to individuals or damages to personal property that occur as a result of actions of the sponsors or participants before, during, or after activities in its meeting rooms. Due to the public nature of meeting rooms, booking requests shall be treated as public documents.

The West Plains Public Library meeting rooms are available for use for governmental, educational, civic, cultural, and intellectual activities. There is no charge for the use of the meeting rooms. However, renters will be responsible for covering all cleaning costs or damages incurred during their use of the space. The scheduling of Library activities in the meeting rooms will take priority over the scheduling of meetings for outside groups and organizations. Reservations may be made in person, via phone, or online.

All individuals or organizations using Library meeting rooms must provide an age recommendation for their meeting, as required by 15 CSR 30-200.015. This age recommendation must also appear on any signage or promotional materials for the event. The public may challenge the age recommendation for library events by submitting the appropriate Reconsideration Form and following the procedures outlined in the Library's Reconsideration Policy. Library events may also be challenged under this same policy and process.

WPPL staff will treat all qualified applicants fairly and equitably in allocating meeting time and space. Permitted use of a Library meeting room does not in any way constitute an endorsement by the Library any policy or belief expressed in the meeting, and no claim to that effect nor claim to Library sponsorship may be used, explicitly or implicitly, in advertising meetings held in Library meeting rooms. All advertisements, announcements, flyers, and other promotional materials must clearly state that the meeting is not sponsored by the West Plains Public Library. Additionally, the West Plains Public Library logo may not be used on any such materials. Neither the name nor the address of the Library may be used as the official address or headquarters of any individual or organization that uses a Library meeting room. WPPL will make no effort to censor or amend the content of a meeting and comparable access will be granted regardless of viewpoint, subject to this Policy and meeting room availability.

Library meeting rooms are not available for private functions such as weddings, memorial services, music rehearsals, parties or other social events.

With the exception of Library programs such as author visits, the Friends of the Public Library groups, the WPPL Foundation and other Library support groups, Library meeting rooms are not available for commercial purposes. Such commercial use includes but is not limited to programs or presentations designed to promote the purchase of products or services or which require a fee to attend.

Refreshments may be served in accordance with the Library manager's discretion. Library staff are unable to provide childcare services or facilities for supervision of the children of persons attending meetings in Library meeting rooms. Please review the WPPL Children and Young Adult policies pertaining to unattended children.

The Library Manager or designee will review all requests for meeting room use and determine eligibility prior to granting approval. Failure to comply with this Policy and accompanying procedures for use of the Library meeting rooms may result in financial liability for damages, immediate removal from the meeting rooms, the exclusion from future use of the meeting rooms, and any other remedy allowed by law.

PROCEDURES FOR MEETING ROOM USE

Reservation requests will be accepted up to 45 days in advance, with meeting rooms allocated on a first-come, first-served basis. The Library reserves the right to limit the number of Community Room reservations per month for an individual/organization based on the demand for meeting room space. Walk-in use of the rooms is permitted if space is available. In the event of an unforeseen Library closure, all scheduled meetings will be canceled.

BASIC RULES OF USE

1. Meeting room attendees may not exceed the stated occupancy for each Library meeting room.
2. Groups using Library meeting rooms may not charge admission or registration fees, with the exception of programs recouping costs associated with a Library program.
3. All meetings must conclude their meetings ten (10) minutes prior to Library closing time.
4. Meeting room attendees must vacate the room promptly to allow time for the next meeting or for Library staff to rearrange the space or set up equipment, as needed. This is especially important for anyone using a room on a 'walk-in' basis.

5. Groups and individuals using Library meeting rooms are responsible for basic cleanup and returning the room to order. Any equipment or displays brought in for a meeting must be removed at the end of the meeting.

6. Damages to the premises, equipment or furnishings resulting from meeting room use will be charged to the group or individual renting the room when the damage occurred. Fees for excessive cleanup may also be charged. The group, organization, or individual reserving the room, and any responsible attendee or party, shall be jointly and severally liable, indemnify, and hold the Library harmless from any and all claims, damages, losses, liabilities, and expenses, including reasonable attorneys' fees, arising out of or in connection with the use of the room.

7. WPPL is not responsible for lost or stolen items.

Refreshments

Refreshments may be served in the Library meeting rooms. A small kitchen is available for use in the Community Room. Any supplies or appliances used in the kitchen area must be cleaned and returned to their original condition.

Room Setup

Tables and chairs will be provided but set-up will be the responsibility of the individual or group renting the room.

Audio/Visual Equipment

Visual equipment such as projectors, screens and televisions may be available for use upon request. Any damage or loss of equipment is the sole responsibility of the group or individual using the meeting room and equipment.

By signing below, I acknowledge that I have read, understand, and agree to comply with the West Plains Public Library's Meeting Room Rules of use. I accept responsibility for ensuring that all attendees of my meeting or event also adhere to these policies. I understand that failure to follow these rules may result in loss of meeting room privileges and/or financial liability for damages or excessive cleaning.

I further acknowledge that the West Plains Public Library is not liable for personal injury, loss, or damage to personal property incurred during the use of the meeting room. I agree to indemnify and hold harmless the Library from any claims arising out of the use of the facility.

Name (Printed): _____

Signature: _____

Date: _____

Organization (if applicable): _____

Approved at the August 2024 Board of Trustees meeting, Jarryd Alsup presiding. Amended May 2025 Board of Trustees meeting, Jarryd Alsup presiding. Revised and approved June 10 by email vote of the Library Board of Trustees.