

Meeting Room Policy

The Canton Public Library (hereinafter: Library) has one room suitable for a private meeting. The room consists of one large table that seats up to 10 people. The Meeting room may be reserved by contacting the Library at least 2 Library operating days in advance.

By reserving the Meeting room, groups and individuals agree to the following Meeting Room Policy:

The Meeting room is available free of charge for the following groups/individuals and purposes:

1. Non-profit organizations, government agencies, and groups engaging in educational, cultural, and charitable activities;
2. Patrons in need of private space for telehealth appointments;
3. As a quiet study area.

The Meeting room is available to for-profit businesses and for-profit individuals for a fee of \$50 for up to 4 hours. \$10 will be charged for each additional hour. This fee does not include services rendered, such as copying and printing.

The Meeting room is **not** available to groups for:

1. Fundraising purposes, except for those that benefit the Library;
2. Commercial purposes designed to promote the purchase of products or services. Exceptions may be made by the Library Director in the case of book signing/author events.
3. Birthday parties, baby showers, reunions, or other such events;
4. Activities likely to disturb regular Library functions;
5. Other purposes not approved by the Library Director.

Attendance is limited to 10.

The Meeting room is only available during regular operating hours, from opening until 15 minutes before closing, unless permission is granted by the Library Director.

No admission fee, attendance charge, or required donation may be assessed by any non-Library group using the Meeting room.

Users of the Meeting room must assign an age recommendation for the stated purpose of their meetings in all meeting announcements, advertisements, and promotion. Failure to advertise the age recommendation as required by Missouri Regulation 15 CSR 30-200.015 may result in the group being prohibited from using the space in the future.

Use of the Meeting room does not imply the Library's endorsement of the viewpoints presented.

Individuals must be 18 years or older to request use of Meeting room, unless special permission is given by Library staff.

The person requesting the room is responsible for the orderly conduct of the group and any loss or damage to Library property or equipment. Fees may be assessed for damages or if excessive cleaning is needed at the discretion of the Library Director.

The Library reserves the right to cancel or change any Meeting room reservations if circumstances at the Library so demand. If the Library must close due to emergency situations or inclement weather, all meetings scheduled during the closure will be canceled. The Library reserves the right to withdraw permission for Meeting room use when conditions so warrant and to stop meetings which interfere with the normal operation of the Library.

Except as a designation of location, the name and contact information of the Library may not be used in any publicity for a meeting.

Groups are not permitted to post signs or distribute materials on Library property without approval of the Library Director. Unauthorized material will be removed.

Refreshments may be brought into the Meeting room. The groups serving them will be responsible for all clean-up. Alcoholic beverages of any type are not allowed on the Library's premises.

The Library does not provide personnel to operate any technology or equipment.

Accidents must be reported to the Library staff member in charge. The Library does not assume liability for injuries to individuals or damages to personal property which occur as a result of actions of the sponsors or participants in activities in the Meeting room.

If a question is raised as to the eligibility of the request or the objectives and/or activities of any organization or group requesting the use of the Meeting room, the Executive Committee of the Library Board of Trustees shall be the final authority in granting or refusing permission for the use of the room.

Only Library-sanctioned programs, events, or meetings may be held in the Library's public space.