

## AUDITORIUM AND MEETING ROOM POLICY

The auditorium and meeting rooms of the University City Public Library are made available to adult groups and adult-sponsored youth organizations on a first-come, first-served basis. The library will not reserve space for more than 4 meetings for any group requiring auditorium or meeting room space more than once per month, with the exception of tutors and their students. Because the library's meeting facilities are in heavy demand by community organizations and groups, the library's meeting rooms and auditorium are not available for private functions, including but are not limited to parties, family reunions, weddings, or receptions not open to the general public. All meetings must be free and open to the public. Reservations must be made in advance and are subject to the following conditions:

1. The purpose and objective of the group must be in the public interest and appropriate for the facility as determined by the library director. There shall be no fees or collections by the group using the auditorium or meeting rooms, except in the case of tuitions charged by tax-supported institutions. Further, except at events sponsored by the University City Public Library or its Friends of the Library organization, no books or other items may be offered for sale to attendees without permission from the Library Board of Trustees.
2. Reservations will not be considered firm until an application has been made in writing and all applicable fees paid, which must be done within 30 days of booking the room. In the event that a meeting is cancelled, the library must be notified; fees will be refunded only if the library is notified 30 days in advance.
3. Groups that meet on a monthly basis must renew their contract each year. The library will begin booking rooms for the following calendar year each August 1.
4. No announcements, press releases, flyers or other promotional materials may state or imply that the program is being sponsored by the University City Public Library without the library's permission.
5. The building shall be cleared of all meetings before 9:00 p.m. When a group using the auditorium exits, they shall inform a library staff member so that the room and its equipment may be secured.
6. The library will charge no fees for the use of its small meeting rooms by groups of 14 or less. Any group anticipating an attendance of more than 14 persons for their meeting, however, must contract for the auditorium.
7. The following fee schedule applies to the use of the auditorium by up to 125 people:

\$20.00 Non-profit

\$80.00 Business or resident commercial entity

Only resident commercial entities may use the meeting rooms. To qualify for "resident" status, a group must EITHER have an official address in University City OR have at least 50% of its members residing in University City. Non-profit groups may be asked to show proof of their status.

No fees will be charged to University City agencies and boards, school bodies, City-sponsored events, or to senior citizen groups.

8. Food and refreshments shall not be served before, during, or after meetings unless special permission is granted and a fee of \$20 is paid in advance. No alcoholic beverages shall be served on the library premises. The library will furnish no equipment for serving food or drink, such as coffee urns, cups, silver, etc.
9. The library makes available only the following equipment: 125 chairs, 15 tables, projector, screen, blackboard, lectern, sound equipment, and piano. The piano can be moved ONLY by library staff. Groups using any of the aforementioned equipment assume full responsibility for any damage to the equipment.
10. No materials, equipment or furniture belonging to the group shall be stored on the library premises. The library will not assume responsibility for any materials which are left on the premises. Furniture may not be removed from the rooms. Food or other items may not be delivered to the library unless a group member is present to take responsibility for the delivery.

Adopted May 14, 2014  
Implemented August 1, 2014

11. The Board of Trustees of the University City Public Library shall be the final authority in charging or waiving fees and in granting or refusing permission for the use of the auditorium and meeting rooms.