



## Public Meeting Room and Event Spaces Use Policy

- 1) **Purpose:** The Topeka and Shawnee County Public Library encourages public use of meeting rooms and event spaces 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 laws<sup>1</sup> 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 event space at the Library must follow the Library's meeting room reservation procedures.
- 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) **Use of Meeting Rooms and Event Spaces:** The Library reserves the right to approve uses of Library meeting rooms and event spaces as part of the reservation process and may impose time, place, and/or manner restrictions on the use to 1) ensure **all** patrons may use the Library to the maximum extent possible, and 2) maintain the Library environment. Use of the meeting rooms and event spaces must adhere to all Library policies and codes of conduct.
- 5) **Commercial Activities:** Meeting rooms and event spaces may not be used for the concurrent or later exchange, sale, promotion, or solicitation of goods and services, or donations with the intent of financial gain, except 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.  
  
Provided however, those hosting meetings or events may recover the actual cost of printed materials, food, and beverages distributed or served at the meeting or event.
- 6) **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 damage to the Library building, contents and equipment, normal wear and tear accepted.

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<sup>1</sup> See K.S.A. 12-1265 and 12-1266(a)

- 7) Insurance Requirement:** At the sole determination of the Chief Executive Officer, 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 certain types of events, and the certificate of insurance must be filed with the Library's events coordinator at least one month in advance of the event.
- 8) Catering:** All food and beverages served in meeting rooms and events spaces must be supplied by and purchased from the Millennium Cafe. Alcoholic beverages may not be served during hours when the Library is open to the public.
- 9) 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.
- 10) Meeting Content:** The Library neither approves nor disapproves of content, ideas or subject matter presented in meeting rooms and event spaces, and it does not accept responsibility for ensuring accuracy or presentation of all points of view.
- 11) Publicity and Promotional Materials:** All promotional materials and advertisement, whether public or private and in whatever form, must be approved by the Library prior to distribution. This includes but is not limited to verbal communication, flyers, posters, advertisements, and social media posts. Such materials and advertisements may identify the Library as the location of the meeting or event but when viewed as a whole may not state or imply the meeting or event is sponsored or hosted by the Library.
- Use of the Library logo or other copyrighted material in promotional materials or advertisements is strictly prohibited without prior written authorization from the Chief Executive Officer or their designee.
- 12) Reservation Termination:** Failure to follow this or any other Library policy or code of conduct may, at the sole discretion of the Library, result in the termination and revocation of any reservation or ongoing use of reserved space.
- 13) Delegation:** The Chief Executive Officer or 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
<b>Open Meeting</b>								Fee
<b>Closed Meeting</b>				Fee	Fee	Fee	Fee	Fee
<b>After Hours</b>		Fee	Fee	Fee	Fee	Fee	Fee	Fee