



## **Resolution - Public Meeting Room and Event Spaces Use Policy**

**BOARD OF TRUSTEES  
January 16, 2020**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Public Meeting Room and Event Spaces Use Policy as presented.**

**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 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) 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. However, the Sunroom in Claire's Courtyard may be used for parties that follow all other Library policies and procedures.

Sales of products or services, soliciting later sales, orders, or donations, 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

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

event spaces, provided however, 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 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.

**7) 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 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) 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) 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 i

	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

**Resolution by Jim Edwards**

**Seconded by Kristen O'Shea**

**Resolution passed/failed by a vote of unanimous**

**Date 01-16-20**