



## Public Meeting Room and Event Spaces Use Policy

**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).



Reviewed and Affirmed: January 16, 2020

Board of Trustees  
Topeka and Shawnee County Public Library