

PI MEETING ROOMS

REVIEWED: 03/09/2010; 06/11/2019

PI Purpose of Meeting Rooms

1. Meeting Rooms of the Kansas City, Kansas Public Library

Meeting rooms of the Kansas City, Kansas Public Library are provided for library-sponsored or co-sponsored programs. When not in use for library activities, the meeting rooms may be used by groups and organizations described in policies of the Board and applicable law.

2. Study Rooms of the Kansas City, Kansas Public Library

Study Rooms are intended to provide a quiet place for patrons to study or to provide a quiet place for people to meet one on one.

3. Requests

The Director of Libraries or his/her representative shall approve or disapprove requests for use of meeting rooms in accord with policies of the Board and applicable law. The Board of Education shall be the final authority in granting or refusing permission for the use of the rooms.

PIA Eligible Organizations

1. Meeting Rooms Group Usage

Meeting rooms are available to local (Wyandotte County) governmental agencies, school districts, non-profit organizations (must prove non-profit status) and community based groups for educational, cultural, intellectual or charitable activities of interest and/or benefit to the community. All groups must serve Wyandotte County residents.

2. Meeting Rooms Individual Usage

Individuals desiring to provide informational, educational, cultural, or civic programming in the library's meeting rooms must meet all other eligibility requirements.

3. The Mr. and Mrs. F.L. Schlagle Library Classroom

The Mr. and Mrs. F.L. Schlagle Library and Education Center classroom is only available to Schlagle Library partners which include the Unified Government and other organizations with missions similar to that of the Library.

4. Meeting Room Restrictions

Meeting rooms will not be made available to any group or organization whose membership is limited by sex, race, creed, religion or national origin.

5. Meeting Room Limitations for Political and Religious Groups

Political groups may use meeting rooms for non-partisan educational programs. Religious groups may use meeting rooms for non-sectarian or interdenominational programs. No religious services shall be held in the meeting rooms.

6. Study Room Availability

Study rooms are available to anyone needing a quiet place to study or meet one on one. Preference will be given to individuals needing to study or to the group the study rooms at a particular branch were created for.

PIB Limitations

1. Rules

Specific rules governing the use of meeting rooms shall be established and supervised by the Director of Libraries. These rules shall be posted for viewing by the public in all library facilities. Rules regarding meeting room use include but are not limited to:

2. Meeting Room Availability

Meeting rooms are available during normal library operating hours only and activities must not interfere with library services or cause any expense to the library.

3. Reservations

Rules regarding the number of reservations allowed and time limits for reservations are determined by each facility.

4. Use for Meetings

Meeting room use is granted for a single meeting or a brief series of meetings. Meeting rooms are not intended as a regular meeting place for any group or organization on a continuing basis.

5. Meetings and Public

Meetings must be open to the public and are not allowed to charge admission. Exceptions may be granted for educational or training conferences, workshops etc.

6. Viewpoints

Use of meeting rooms or the viewpoints expressed therein does not constitute an endorsement by the library. Advertisements or announcements implying such an endorsement shall not be permitted.

7. Social Activities

Social activities such as dances, parties, showers, celebrations, retirement, reunions, recitals, card games or other personal or family purposes shall not be permitted.

8. For Profit
Meeting rooms cannot be used for profit making purposes, fundraising or sale of goods or services by any non-library related group or organization.
9. Supervision of Meetings
Groups must provide adequate order and supervision of the meeting participants including adequate adult supervision for children of meeting attendees. All children under the age of nine must be supervised by an adult 18 or older at all times. Appropriate conduct is required and noise kept at a level that will not interfere with normal library operations.
10. Insurance
Groups may be required to provide a certificate of insurance. The Board of Education is not responsible for accidents, injury or loss of property by groups using the meeting rooms.
11. Comply with Board Policies
Groups using library facilities must agree, in writing, to comply with all Board policies governing meeting room use or forfeit meeting room privileges. All activities may be monitored by library staff to ensure compliance with library policies. Activities will not be allowed that are deemed to be contrary to the spirit or the letter of relevant laws or ordinances.

PIC Conditions Regarding Use of Facilities

Specific rules governing the use of meeting and conference rooms shall be established and supervised by the Director of Libraries. Rules regarding meeting room use include but are not limited to:

1. Storing of Outside Materials
Materials, equipment and furniture belonging to groups or organizations using the auditorium may not be stored on library premises, and the library assumes no responsibility for such material left in library facilities.
2. Walls
No materials may be attached to the walls for display purposes and no signs posted on library grounds.
3. Fire Hazard
Lighted candles, flames, burners etc., are a fire hazard and are not to be used in meeting rooms.
4. No Smoking
There shall be no smoking inside the library or within 200 feet of the library. This includes the entrances and all outdoor areas within 200 feet of the library structure.

5. **Audiovisual Equipment Use**
Groups must request audiovisual equipment at the time of the reservation and assume full financial responsibility for damage to or loss of said equipment. Television reception is not available in meeting rooms. The library's bandwidth may not be adequate for streaming video.
6. **Tampering with Electrical or Heating**
No group shall, under any circumstances, tamper with any electrical or heating controls.
7. **Refreshments**
Only refreshments which have been approved by the Director of Libraries or his/her representative may be served in meeting and conference rooms where no kitchen is provided. Meals may be served in facilities with kitchen service. Users must provide their own utensils and supplies. No alcoholic beverages may be served or stored on library premises.

PID Cancellations

1. **Authorization to Cancel**
Authorization to use library facilities is subject to cancellation by the Director of Libraries without time limitations when organizational use conflicts with the needs and activities of the Library or is found to be in violation of the policies of the Board.
2. **Proper Notification of Cancellation**
In the event a scheduled meeting is cancelled by the person or organization to whom building use has been authorized, proper notification of such cancellation shall be given to the facility where the meeting room is located.