

Saint Paul Public Library

Administrative Policy

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Section:

Effective (Revised) 9/1/06

POLICY TITLE: Library Facilities Use Policy and Regulations

Objective: Explication of library space use, both interior and exterior.

Policy Statement

The primary use of the Saint Paul Public Library Agency's facilities and grounds is that of a public library. When designated areas are not in use for library functions these areas may be used by groups and persons, regardless of their beliefs or affiliation with the following provisos.

- Meeting rooms are available on a first-come, first-served, reserved basis. Frequency of booking may be limited for an individual organization based on anticipated demand. The Library retains the right to cancel any meeting room reservation granted to an outside organization for operational reasons. The Library will give as much notice of a cancelled reservation as is feasible. A reasonable attempt will be made to provide an alternative time or space. As practice, priority will be given as follows:
 - 1) As indicated above, **first priority** will be given to Library-sponsored events. In prioritized order these include ♦ meetings or programs generated by library staff; ♦ events or programs jointly sponsored by the Library and its affiliate groups; ♦ events or programs sponsored by the library and other community groups.
 - 2) **Second priority** will be given to ♦ public meetings sponsored by other city departments, agencies and commissions; ♦ meetings and events sponsored by neighborhoods and community-based groups and organizations from the area served by the particular library facility.
 - 3) **Third priority** will be given to organizations involved in literacy, or educational programs serving children and youth groups.
 - 4) **Fourth priority** will be given to other non-profit public and/or social services organizations.
 - 5) **Fifth priority** will be given to "For Profit" groups.

- Rooms are available only during hours the library is open unless special approval is given by the library agency supervisor.

The fact that a group is permitted to meet in the public library does not constitute an endorsement by the library of the group's beliefs, policies, or programs.

- No admission or other fees may be charged to individuals attending meetings or programs; no products or services may be advertised, solicited or sold except for tuition or fees for classes sponsored by tax-exempt educational institutions. Other exceptions may be made for library-related activities.
- The Library assumes no responsibility for personal belongings or organizational equipment in connection with the use of interior or exterior space.
- The Saint Paul Public Library may not be used as the address or headquarters for any group.
- Social events (such as weddings, birthday parties, showers, for example) are not permitted.
- The Library reserves the right to deny or terminate the use of its facilities if the user's activities are disruptive to library customers or staff; result in disorderly conduct; or constitute a violation of the regulations.

Regulations

- The group or individual using the facility must agree to indemnify and hold the library harmless for any personal injury, lost or stolen articles, or damaged property owned by anyone using the library facilities.
- A supervising adult must be present at all times in the space used by groups of children or young adults through the age of 17.
- Groups holding reservations are requested to notify the library of cancellations at the earliest possible date in order to free the facility space for another group. Failure to provide this courtesy may result in loss of facility use privileges.
- The facility must be vacant by the hour specified on the application or 15 minutes before the library closing time.
- All facilities must be left in a neat and orderly condition. All clean-up must be completed within the time specified on the application or 15 minutes before the library closing time.
- Use of any equipment or supplies owned by the Library must have prior approval of the library agency staff.

- The library will not store any materials or equipment belonging to groups using the facilities.
- Pre-approval of applicant's publicity may be required. Publicly announced meetings via purchased advertising, or widely distributed or mailed information must identify the sponsoring organization and include the following disclaimer in their announcements:
["Use of the Saint Paul Public Library System meeting facilities does not constitute endorsement of the beliefs, viewpoints, policies or affiliations of the user by the library board or staff."](#)
 The library logo may not be used.
- Alcoholic beverages, illegal substances, and smoking are not permitted in library facilities.
- Burning candles, incense, or open flames of any kind are not permitted.
- No food may be prepared in the library or on its grounds. Refreshments may be served by a caterer or by group members. The person reserving the facility will be held responsible for cleaning up after any food service within the time frames indicated above.
- Complaints about the facility will be handled first by the agency supervisor, staff or area librarian when appropriate. The Library Director has the authority to issue final determinations consistent with the Library mission and this policy.

Application

- To reserve a meeting room or exterior space an applicant must complete a form which must also be signed by a representative of the library agency where the interior or exterior space is located. The applicant may call to determine whether a particular time slot is open, but the reservation does not take effect until the application has been submitted, approved by the library agency representative and the fee for use (if applicable, see below) has been received. Only a person of legal age may sign an application.
- The applicant is responsible for:
 - 1) payment for any damage to library property occurring during or in connection with the meeting;
 - 2) enforcement of the Library's facility use regulations;
 - 3) arrangement of tables and chairs to meet the needs of the group and restoring them to the original set-up after the function;
 - 4) clean-up and vacation of the space within the time period of the reservation or 15 minutes prior to library closing.

- 5) informing the library staff when the meeting has ended, and, stating the number of people who attended.

Fees

- For-profit organizations may use the meeting rooms or grounds for group (not one on one) meetings at a fee of \$50 per hour or fraction thereof. **This includes setup and clean-up time.** In addition, a non-refundable reservation fee of \$25 is due at the time of booking.
- Governmental agencies, school groups and non-profit organizations may use the meeting rooms free of charge for educational or operational purposes. Groups may be required to show proof of non-profit status (501-C3).