

Meeting Room Policy

The Missouri River Regional Library meeting rooms are made available free of charge to non-profit organizations, government agencies, and groups or individuals engaging in educational, cultural, intellectual, or charitable activities. Library programs and activities have first priority for use of meeting rooms.

Approved by the MRRL Board November 19, 2024

Meeting Rooms

The following rooms are available for advance reservation at the Main Library and the Osage County Branch:

Main Library

MRRL Art Gallery (can be divided into 2 rooms)

Truman Room

Mark Twain Room

Virtual Room

Osage County Branch

Woodland Art Gallery

Osage Classroom

Guidelines for Use

- Library-sponsored programs receive first priority.
- Reservations may be made online or by contacting the library. The individual initiating the request will be considered the official representative of the group and will assume responsibility of communicating meeting room regulations to the group.
- The library does not advocate or endorse the viewpoint of non-library meetings or meeting room users.
- All groups or organizations scheduling a meeting room must agree to these guidelines for use and must follow the [Patron Code of Conduct](#) at all times.
- The library will not reserve its meeting rooms for:

- Sale of goods or services or the solicitation of future sales or services. Use of the library meeting space for financial gain is prohibited.
 - Non-library related groups selling or promoting items or services, or doing fundraising.
 - Activities likely to disturb regular library functions.
 - Birthday parties, baby showers, family reunions, or other such events.
- No admission fees or collections will be allowed. Pass-through costs for educational materials may be collected.
- Use of the library's A/V equipment is not allowed. Groups are responsible for making their own technology arrangements. Use of the Art Gallery screens are permitted.
- The organization or individual is responsible for room arrangement. Trash must be placed in receptacles and the room left clean. Failure to do so may result in future loss of room privileges. The room must be returned to the state it was in originally.
- No materials, equipment, or furniture belonging to the organization may be stored on library premises, and the library does not assume responsibility for any materials or items left on the premises.
- Alcoholic beverages are prohibited. Food may be catered or brought in by the group.
- If a meeting is canceled by a group without notice this action may result in loss of room privileges.
- The library reserves the right to change or cancel reservations for meeting rooms. If changes or cancellations are necessary, the library will provide the affected group with as much notice as possible. The library reserves the right to relocate a group to a different meeting room.
- Reservations may be made no earlier than 3 months prior to the event. The library reserves the right to limit the frequency and duration of events.
- Scheduled events must be held during regular library operating hours and must be finished 15 minutes before library closing time.
 - After-hours events at the Osage County Branch Library will be scheduled by the Osage County staff. A key should be obtained for the program in advance and returned to the dropbox after the program is over.
 - The Virtual Room is available at any time.
- Events hosted in the meeting rooms should have an age-appropriate designation listed on advertisements or promotional materials.
- The library reserves the right to attend any meeting except those of governmental bodies closed under RSMo sections 610.010 to 610.200.
- Due to the public nature of meeting rooms, booking requests shall not be protected, but treated as public documents.
- As the library is a governmental entity, it is subject to Sunshine Law requests, including security camera footage of any meetings/events that take place in the library.
- The Library Director or their designees reserve the right to vary policies to better serve patrons and the community.
- In the event of an emergency, the Library Director reserves the right to cancel meeting room reservations. In the event of severe weather conditions, groups will not be notified. Groups will need to check the library's website for closing announcements.
- If a question is raised as to the objectives and/or activities of any organization or group requesting use of the meeting rooms, the Board of Trustees shall be the final authority in granting or refusing permission for the use of the room.

Study Rooms

All of the meeting rooms of the Missouri River Regional Library may double as study rooms, and can be made available free of charge to any individual or small group on a first come, first served basis. Room time and capacity limits are set by the library.

Guidelines for Use

- Food may be eaten in the room, provided users clean up after themselves. Drinks must have a secure lid.
- The library reserves the right to relocate a group to a different study room.
- Study rooms may not be used for:
 - Sale of goods or services or the solicitation of future sales or services. Use of the library study rooms for financial gain is prohibited.
 - Non-library related groups selling or promoting items or services, or doing fundraising.
 - Activities likely to disturb regular library functions.
 - Birthday parties, baby showers, family reunions, or other such events.
- Due to the public nature of study rooms, booking requests shall not be protected, but treated as public documents.
- As the library is a governmental entity, it is subject to Sunshine Law requests, including security camera footage of any meetings/events that take place in the library.
- The Library Director or their designees reserve the right to vary policies to better serve patrons and the community.