



Edith B. Siegrist Vermillion Public Library
18 Church Street, Vermillion, SD, 57069 ▪ (605) 677-7060 ▪ www.vermillionpubliclibrary.org

Meeting Rooms Policy

The Edith B. Siegrist Vermillion Public Library offers the use of its meeting rooms to further its role as a place to meet and interact in meaningful ways, to learn, stay informed, and to celebrate and enjoy diversity. The library's meeting rooms are a community asset designed primarily for civic, cultural and educational activities. We encourage the use of our meeting rooms when not being used for library purposes.

Library Meeting rooms are made available on an equitable basis. Permission to use a library meeting room does not imply that the library endorses the aims, actions or policies of any group. There may be no fund raising, promotion of fee-based products or services, sales of items on the premises, or admission fee charged. Recovery charges for food served are allowed. Exceptions may be granted at the discretion of the Library Director.

Room Reservations

Priority for the use of library meeting rooms will be given in the following order:

1. Library sponsored meetings and programs.
2. Meetings and programs sponsored by groups and organizations affiliated with the library.
3. City of Vermillion and Clay County functions, departments, boards, commissions and elected bodies.
4. Neighborhood and community-based groups and organizations from Vermillion.
5. Other groups serving the needs of the community.

Available Rooms

- Kozak Community Room
 - Seating up to 99 people
 - Equipped with kitchenette (counter space, sink, microwave and small refrigerator), HDTV, DVD player, cable TV, Projector
- Small Conference Room
 - Seating up to 14 people
- South Dakota Room
 - Seating 6-8 people

The Tech Center, Youth Room & Activity Room are not public meeting areas, but may be used at the discretion of library administration.

Hours of Availability

Meeting Rooms are available during regularly scheduled library hours. Meetings must end prior to closing.

Events scheduled outside of the library's normal open hours may be held in the Kozak Community Room with approval from the Library Director. Any afterhours usage of the Kozak Community Room must conclude by 11:00 pm. For afterhours room usage please complete and return an afterhours room reservation request form to the library circulation desk. Requests for after afterhours room reservations will be responded to within two business days. Requests received with less than one week's advance notice may be difficult to accommodate.

Scheduling

- Reservation requests may be made using the online form on the Edith B. Siegrist Vermillion Public Library website, by telephone or in person.
- Reservation requests must be made by adults.
- Reservations may be made no more than three months in advance.
- Reservations shall be accepted, subject to the provisions of this policy, in the order received.
- In order to best accommodate as many groups/individuals as possible, the library reserves the right to limit use of the meeting rooms by any one group or individual. In general, reservations may be limited to once per week per organization. Groups may be limited to six reservations per six-month period.
- Library administration shall have the right to cancel, re-schedule, or transfer meeting room locations or dates that conflict with library sponsored programs and/or special events. In such cases, the library will give at least 2 weeks advanced notice.
- In the case of an unscheduled library closing due to weather or some other emergency, a group may reschedule another meeting time. The library will notify the contact person for an affected group as soon as possible after the library has decided to close.

Cancellations

- Cancellations must be received at least 24 hours prior to reservation.
- Continued cancellations without notification may result in the loss of privileges.
- Failure to arrive within 15 minutes of a scheduled reservation may result in a cancellation.

Room Use Rules

Use of the meeting rooms is subject to the following rules:

- a. Seating arrangements are the responsibility of the group/individual using the room.
- b. Leave the room in the same condition in which it was found. Please return any tables and chairs to the arrangement in which they were found.

- c. Groups/individuals are responsible for paying for the replacement or repair, at the library's discretion, of lost, stolen or damaged equipment and furnishings.
- d. No smoking is allowed in the library building.
- e. Use or consumption of alcoholic beverages is normally prohibited. Limited exceptions may be granted with the necessary permits obtained from the City of Vermillion. Please check with library staff for more information.
- f. Meetings must conclude, and the room be vacated no later than the normal closing time of the library on that day. PLEASE ALLOW TIME NEEDED FOR SETUP, CLEANUP AND RELATED ACTIVITIES.
- g. Rooms shall be vacated promptly on schedule; others may be meeting after you.
- h. Adults are responsible for the supervision of their children while using the meeting rooms.
- i. Meetings or programs which, in the judgement of the Library Director, would interfere with the functions of the library or of patrons using the library will not be permitted. Meetings or programs which prove disruptive to library operations shall immediately conclude upon notifications to do so by library staff.
- j. If, in the opinion of the Library Director, the presence of a police officer is advisable, the group using the facilities will hire one (or more) at its own expense.
- k. The name, address and/or phone number of the Edith B. Siegrist Vermillion Public Library may not be used as the official address or headquarters of organizations using meeting rooms. In issuing posters, press releases or other publicity, groups may not imply that their programs are sponsored, co-sponsored or approved by the Edith B. Siegrist Vermillion Public Library.

Use of a room constitutes acceptance of the meeting room policy and rules.

The library reserves the right to grant, deny or revoke permission to use any room.

Violation of the rules of the meeting rooms may result in suspension of use of the rooms.

Indemnification

The City of Vermillion, Edith B. Siegrist Vermillion Public Library, its Board of Trustees, Library Director or employees assume no responsibility for the actions of or loss, theft, or damage of any property of any group, individual or organization using library facilities. Nor, any loss occasioned by the subsequent denial of any previously scheduled use of the room.

Except as otherwise prohibited by law, Library shall not be liable for any damage, either to person or property, sustained by any person not due directly to the act or omission of the Library. As such, Organization/Individual(s) shall indemnify and hold Library harmless against all liabilities, obligations, damages, penalties, claims, costs, expenses, and losses, including attorney's fees, paid or as a result of or in connection with Organization's/Individual(s) use or occupancy of the Room, during the term of the Agreement as a result (a) of any breach by Organization/Individual(s), Organization's agent, contractors, employees, customers, invitees, licensees, of any covenant or condition of this Agreement required to be performed by the Organization/Individual(s) hereunder or (b) of any accident that may occur in or about the Library Building or improvements thereon caused by Organization/Individual(s) failure to comply with any governmental authority, or the carelessness, negligence or improper

conduct of the Organization/Individual(s), Organization's agent, contractors, employees, customers, invitees or licensees. Library is hereby subrogated to all rights of Organization/Individual(s) against any other parties in connection with any such injury or damage. If any claim is initiated against Organization/Individual(s) or Library due to Organization's actions associated in any manner with this leasehold, Organization shall give prompt notice to Library.

Approved by the Edith B. Siegrist Vermillion Public Library Board of Trustees 10/18/2018