



## MEETING ROOM AND STUDY ROOM POLICY

The primary purpose of the CCL meeting rooms is to provide space for library functions and to further its role as a community center. The library offers free and equitable use of its meeting rooms during regular hours to non-profit community organizations engaged in educational, cultural, charitable, civic, and recreational activities.

### Room Reservations

Priority for 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. Custer County functions, departments, boards, commissions and elected bodies.
4. Neighborhood and community-based groups and organizations from Custer County.
5. Other groups serving the needs of the community.

### Available Rooms

- The library has one meeting room approximately 320 square feet. The Meeting Room is equipped with tables, chairs, 2 wall-mounted screens, and an HDMI cord. The room has the ability to break down into 2 smaller rooms.
- The library has three study rooms. Study Rooms 1 & 2 are 58 square feet each, and Study Room 3 is 85 square feet. The primary purpose of Study Room 3 is to serve as the library's test proctoring room.
- The Programming Room is designated to serve the Custer County Library programming needs and will be reserved for library use.

### Guidelines

- Reservations may be made at any time online or in person, by email, or by phone during regular library hours. The name of the organization, a contact person, an address, a phone number, the room requested, and the dates and times of the reservation are required information. **\*See Meeting/Study Room Agreement**
- The group/individual reserving a room is responsible for the room set-up and returning the room to the same condition in which it was found. Sufficient time should be allocated for set-up and clean-up when scheduling. Any reservations at the end of the day should ensure their meeting is finished 15 minutes prior to the library closing. Any damages incurred will be charged to the group or individual responsible for the reservation.
- Rooms are available during regularly scheduled library hours only. Meetings must end at a time that allows all attendees to exit the building prior to closing time.

- Study rooms may be reserved for up to two hours per day. The possibility of an additional two-hour extension exists if no other patrons are waiting to use the study rooms.
- Rooms shall be vacated on schedule. Cancellations should be provided 24 hours in advance. Failure to arrive within 15 minutes of a reservation may result in forfeiture of the room. Continued cancellations, late leaving, and no-shows may result in the loss of privileges.
- Use of a room does not imply library endorsement. Organizations should not imply library sponsorship during promotion of the meeting/event.
- The name, address and/or phone number of the Custer County 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 Custer County Library.
- Meetings and programs which, in the judgment of the library director would interfere with the functions of the library or the patrons using the library, will not be permitted. All users of Meeting Room and Study Room spaces are subject to the Custer County Library's Behavior Code of Conduct.
- Meetings and programs which prove disruptive to library operations shall immediately conclude upon notification to do so by library staff.
- The library reserves the right to limit the frequency of use of rooms by any one group or individual in order to accommodate requests by a variety of users.
- Food and drink are allowed in meeting and study rooms. Groups are responsible for clean-up and will be billed for any special cleaning necessary.
- Adults are responsible for the supervision of their children while using a room.
- Free use of rooms is **not** available for purposes of fund raising, promotion of fee-based products or services, sale of items, or programs charging admission. *An exception is made for fundraisers to benefit the CCL, the CCL Foundation, or other library-related groups.*
- Meeting rooms are also available to for-profit local businesses and organizations to use for a nominal fee that will support the Library. Payment is expected at the time of filling out the Meeting Room/Study Room Agreement, or the request will be cancelled. At least a 24-hour notice of cancellation must be given for a full refund. **See the Lending and Fee Policy for more information.**
- A deposit may be required at the discretion of the CCL Library Director or staff.
- The library has a programming room adjacent to the main office which is not considered a public meeting area. This room may, on occasion, be used by groups at the discretion of library staff. The programming room is approximately 398 square feet and is equipped with tables, chairs, a wall-mounted screen, an HDMI cord, counter space, and a coffee pot.

### **Indemnification**

Custer County, the Custer County Library, its trustees, agents, and employees assume no liability for any and all harm, loss, 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. Users further agree to hold Custer County, the Custer County Library, its trustees, agents, and employees harmless from and any and all harm, loss, or damage to the users arising out of use or occupancy of the room.

### RESERVATION AGREEMENT

Name \_\_\_\_\_

Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_

Title of the Meeting/Event: \_\_\_\_\_

Room Requested:

- \_\_\_\_\_ Meeting Room -- 320 sq. ft., with tables, chairs, wall-mounted screen, and HDMI cord
- \_\_\_\_\_ Study Room 1 – 58 sq. ft. with table and 2 chairs
- \_\_\_\_\_ Study Room 2 – 58 sq. ft. with table and 2 chairs
- \_\_\_\_\_ Study Room 3 – 85 sq. ft. with table and 4 chairs. Proctoring takes precedence
- \_\_\_\_\_ Programming Rm. – 398 sq. ft. with tables, chairs, wall-mounted screen, and HDMI cord (normally reserved for library-sponsored programs)

Reservation Date(s) \_\_\_\_\_ Time \_\_\_\_\_

When required, please make payment to: Custer County Library  
447 Crook Street  
Custer, SD 57730

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I have read, understand, and agree to the Custer County Library’s Meeting/Study Rooms Policy as adopted by the Custer County Library Board of Trustees on March 20, 2024.

Signature \_\_\_\_\_ Date \_\_\_\_\_