

Meeting Rooms

Cass County Public Library offers multipurpose meeting rooms and study rooms to provide businesses, non-profit organizations, community groups, and individuals access to semi-private meeting space. All individuals and groups must follow the library's Code of Conduct.

Library programs and library-related functions have priority over all other room reservations and shall receive preference in the event of a scheduling conflict. Groups may be denied use of meeting rooms or asked to reschedule a previous room reservation if a conflict arises with a library-sponsored function. Should it become necessary for the library to cancel a reservation, every reasonable effort will be made to contact the affected group or individual as soon as possible.

Meeting rooms and study rooms must be left clean and in the original condition. Groups must dispose of trash, vacuum, and wipe down all tables and counters, if needed. Vacuum cleaners are available in the meeting room's storage closet or can be acquired from library staff.

Multipurpose Meeting Rooms

Use of meeting rooms is free and by reservation only. Pearson Hall, located in the Harrisonville building, operated by the Cass County Information Center Board and not governed by this policy, must be reserved by contacting the Harrisonville branch.

Individuals reserving meeting rooms for a group must be at least 18 years old. The individual reserving the room or another responsible party, 18 years or older, must be present at all times during use of the room. The individual initiating the original reservation will be considered the official representative of the group, and will communicate the Library guidelines to the group. This representative assumes financial responsibility for any damage done to library facilities, furniture, or equipment. Damage to library facilities, furniture, or equipment must be immediately reported to library staff.

Meeting rooms may be reserved up to sixty (60) days in advance. Meeting rooms may not be reserved for use more than one time in a twenty-eight (28) day period for the same group or entity. Meeting rooms are not intended to be used for regular, consecutive meetings by clubs or organizations since such use prohibits general availability to the public. However, it may be possible to hold a series of more frequent meetings for a specified period of time if approved by Library administration.

Meeting room set up and break down is the responsibility of the group using the room, and must be accounted for within the reserved time. Reservations for meeting rooms must include time for the group to set up tables and chairs.

Meeting rooms may be available after library hours. It is the responsibility of a group to have a representative pick up a key to the meeting room prior to the meeting, if their meeting is scheduled after library hours. Organizations assume financial responsibility for lost keys/lock replacement.

Groups must comply with the maximum seating capacity of the meeting rooms as determined by the local Fire Marshal and code. Maximum capacity will be posted inside each meeting room.

All meetings held in a library meeting room shall be open to the public, except in the case of a public governmental body holding a lawful executive session, pursuant to RSMo 610. In compliance with the ADA, the Library requires that groups or organizations using Library facilities do not discriminate on the basis of disability. Cass County Public Library staff reserves the right to enter all meetings held in Library facilities except those lawful executive sessions of governmental bodies. Due to the public nature of meeting rooms, reservation requests shall not be protected as confidential records, as described in library policy, but treated as public documents.

Groups may not impose admission or entry fees. Attempting to raise funds for any purpose during a meeting is not permissible. Use of a meeting room to plan a fundraising campaign or event is permitted. Meetings rooms may not be used for the exclusive purpose of fundraising, except for events sponsored by the Cass County Public Library Foundation or Friends of the Library.

Meeting rooms may not be used for commercial purposes (i.e., sale of goods or services, executing fee-for-service agreements, or securing contracts of commitment to services provided elsewhere). Commercial programs listed or presented as informational, educational, or instructional must remain so, and presenters shall make no direct solicitation of attendees to secure clients or customers for their commercial purpose.

Any action or event organized by a campaign committee or group designed specifically to promote or oppose a candidate or ballot issue is not permitted. Meetings at which candidates will discuss current election issues are permitted, provided the event is hosted by a non-partisan, non-profit organization (e.g. League of Women Voters) and all candidates for the same office have been invited. Meetings held by elected officials to gather input or communicate with their constituents are permitted.

Meeting rooms may not be used for personal or social events such as weddings, funerals, birthday parties, or reunions. Activities likely to disrupt library functions are prohibited.

Each group is responsible for its own publicity. Use of the library meeting rooms does not imply Library endorsement, and no announcement, press release, flyer, or other promotion should state or imply Library endorsement or sponsorship of the event or the organization. Such announcements, press releases, flyers, or other promotions, should clearly state the sponsoring group's name and refer to the Library only as the location of the meeting/event.

Groups may not use the Library's name or address as their own address or headquarters location. The Library telephone number may not be placed on the publicity, as the Library is not a source of information concerning the event. The sponsoring group must use its own telephone number for publicity.

Refreshments may be served, but groups may not prepare food on Library property. Groups are responsible for providing their own supplies (coffee cups, napkins, etc.). Outside catering for organization meetings is permitted. If a group is planning to have food catered to their meeting in the Library, a representative of the group should meet the caterers outside the front of the Library and escort them to the meeting room. Library staff is unable to assist with catering set-up.

Furniture, equipment, supplies, and other equipment may not be stored on Library property between meetings. The Library will not be responsible for materials or personal equipment left in the building by users.

Groups may not post any items to the wall using tape, tacks, or any other method that damages the wall by leaving a puncture, stain, or adhesive residue.

Candles or open flames of any kind may not be used in any meeting rooms.

Alcoholic beverages of any type may not be brought into, served, or consumed on the Library's premises.

Study Rooms

Study rooms intended for 1 to 4 individuals may be available at library branches. These rooms are free to use and may be reserved. Upon approval of library staff, individuals and small groups may use a study room on a walk-in basis, if it is not reserved. Study room use is limited to four (4) hours per day per individual or small group. Study rooms may be allowed beyond 4 hours at the discretion of library staff and if no other individual is waiting to use a study room. Study rooms must be vacated no less than ten (10) minutes prior to the branch closing.

Public Seating Areas

No other seating area or workspace in the library can be reserved, except by library staff for library programs or library-related functions, and is strictly used on a walk-in basis.

Unless specifically outlined above, all Cass County Public Library policies shall apply to the use of the meeting rooms. The Library Director or their designee has final authority on all matters pertaining to meeting room usage.

Failure to comply with these regulations will result in the denial of future use of a Library meeting room and/or immediate removal from the room.

Groups or individuals using meeting rooms and study rooms shall indemnify, defend, and hold harmless the Library its trustees, officers, agents, and employees from and against any and all losses, damages, claims, costs, suits, actions of any kind, arising and resulting and accruing from any act, omission or error of the such group or individual and any users, employees, agents, representatives, guests, invitees, resulting in or relating to personal injuries or property damage arising from the group's or individual's use of the Library.

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