

# Siouxland Libraries

## Meeting Room and Study Room Use Policy

### Purpose

Meeting spaces at Siouxland Libraries are provided to support the library's mission to connect the community to ideas and information to enrich their lives.

The Meeting Room and Study Room Use Policy establishes rules and procedures for the use of the library's facilities. Use of library meeting space by any group signifies acceptance of the terms of this policy.

Siouxland Libraries reserves meeting spaces on a first-come, first-served basis, giving priority to library events and programs and City purposes.

Failure to comply with this policy or the [Rules of Conduct](#) may result in the suspension of the individual or group from using any Siouxland Libraries rooms.

### Meeting Rooms

#### General Guidelines

Meeting rooms at Siouxland Libraries are designed to meet general, non-commercial, informational, educational, cultural, and civic needs including activities such as discussion groups, panels, lectures, and seminars.

Prohibited uses:

- Raising money
- Commercial purposes
- Personal use including weddings, receptions, or parties
- Meetings for which a fee is charged
- Tobacco/vape products, alcoholic beverages, open flames, burning incense, and lit candles

#### Reserving Rooms

Reservations for meeting rooms can be made in person or by phone up to three (3) months in advance for use during library open hours.

Groups are limited to five reservations at any one location per month.

Setup and clean up should be included in the time needed for the event when making a reservation and is the responsibility of the individual, group, or organization. At the end of the meeting, the room must be left in the same condition as it was found.

The library is unable to store personal property, materials, equipment and/or supplies between meetings.

Groups shall vacate meeting rooms promptly upon the reservation end time to ensure the room is available for the next group. Meetings will end fifteen (15) minutes prior to the time that the library closes to the public.

The individual who reserved the room assumes responsibility for the group's use of the room. Meeting rooms cannot be unlocked until the individual who reserved the room or established designee arrives.

The library reserves the right to deny use of its facilities and limit frequency of use so as not to interfere with regular use of the library.

Priority will be given to library programs. The library may cancel or move a reservation if the room is needed for library or City purposes. Organizations will be given advanced notice in these instances.

### **Using the Room**

Responsible parties must arrive no later than fifteen (15) minutes after the booking start time or forfeit the use of the room to another group. Access to the room outside of the reserved time cannot be guaranteed.

Food and drink are allowed with the stipulation that the room users are responsible for cleanup. Group members are also responsible for the supervision of their children while using the room.

### **Library Endorsement**

Permission to use the library meeting room does not constitute library endorsement of the group or the views espoused by the group.

Groups using the meeting room should clearly indicate in their advertisements and news releases who is sponsoring the event.

## **Study Rooms**

### **General Guidelines**

Siouxland Libraries' study rooms are designed to be available on a widespread and equitable basis to individuals or small groups seeking a quiet study/group project or meeting space.

Individuals or groups using study rooms must adhere to the Siouxland Libraries [Rules of Conduct](#) and this policy.

### **Reserving Rooms**

Reservations can be made in person, by phone, or online up to one month in advance for use during library open hours.

Reservations can be made for up to two (2) hours per session. If more time is needed, individuals shall ask library staff for an extension no sooner than thirty (30) minutes before the current reservation ends. Each extension can be made for an additional two (2) hours if no one else has reserved the space.

Individuals, groups, or organizations are not permitted to schedule back-to-back reservations.

Reservations made in advance must be approved by library staff. If a reservation is made online, staff will send email confirmation when a reservation is approved.

A library card is not required to reserve a study room; however, reserving a study room with a library card makes it more convenient for individuals to manage and track reservations.

### **Using the Room**

Responsible parties must arrive no later than fifteen (15) minutes after the booking start time or forfeit the use of the room to another group. Access to the room outside of the reserved time cannot be guaranteed.

Study rooms will be released if a user leaves it unoccupied for more than fifteen (15) minutes.

Individuals, groups, or organizations who are unable to make their reservation should call the library to cancel. Any reservation not canceled with library staff is listed as a no-show. Three (3) no-shows within a calendar year may result in a suspension of study room privileges for up to three (3) months.

The Library Director or their designee has authority to suspend an individual or group from using any Siouxland Libraries rooms.

## **Appeals Process:**

An appeal may be made to the Siouxland Libraries' Board of Trustees for the suspension of meeting room or study room privileges.

1. An appeal to the Library Board must be in writing using the “Siouxland Libraries Meeting Room Suspension Appeal Form” available on the library website. The form must be submitted within ten (10) business days of the suspension decision. An appellant may request a printed form at any Siouxland Libraries location.
2. A decision will be made within ten (10) business days of receipt of the appeal. The appellant may attend the Library Board’s Appeal Hearing, but attendance is not required.
3. The Board’s written decision will be sent to the appellant no later than five (5) business days after the decision is made. The suspension remains in effect until the appeals decision is made.

**Policy History:**

Effective: June 10, 2024.

Approved by the Library Board of Trustees May 22, 2024.

**Appendix:**

- Siouxland Libraries Meeting Room Suspension Appeal Form

# Meeting Room Suspension Appeal Form



If your meeting room privileges have been suspended from Siouxland Libraries and you would like to appeal the decision, complete this form and submit it to:

Siouxland Libraries  
Attention: Director of Siouxland Libraries  
200 North Dakota Avenue  
P.O. Box 7403  
Sioux Falls, SD 57117-7403

Form must be complete for consideration.

A decision will be made within ten (10) days of receipt of the appeal. Until you receive the decision, your meeting room privileges are still suspended.

**(Please Print Clearly)**

## CONTACT INFORMATION

**Today's Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

## SUSPENSION INFORMATION

**Suspension  
Start Date:** \_\_\_\_\_

**Suspension  
End Date:** \_\_\_\_\_

Please explain why your meeting room privileges were suspended from the library.

*(See second page.)*

Please explain why the library should consider lifting the suspension.

If an ADA accommodation is needed to complete this form, please contact the Human Relations Office at 605-367-8745 or [human.relations@siouxfalls.gov](mailto:human.relations@siouxfalls.gov).

**Library Use Only**

Date Received: \_\_\_\_\_

Decision:  Approved     Declined

Date for Appeal Review: \_\_\_\_\_

Date Appellant Notified of Decision: \_\_\_\_\_

Appellant Notified of Hearing:  Yes     No