

Community Rooms

Approved by: Library Board
Approved Date: March 16, 2008
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Review Schedule: Every 5 years
Next Review Date: 2023

Ramsey County Library provides community program rooms and conference rooms to support learning, community gathering, and the exchange of information and ideas. The Library uses community rooms for library-sponsored programs and operational meetings and provides space for community groups to meet.

Community program rooms are available at the libraries in Maplewood, Mounds View, Roseville, Shoreview and White Bear Lake. Conference rooms are available at the libraries in Maplewood, Roseville, Shoreview and White Bear Lake.

The Library reserves the right to establish booking priorities, giving preference to library programs and activities, Ramsey County unit meetings and activities, and programs and activities by library partners, in that order.

Community rooms are made available to non-commercial organizations and groups on a first-come, first-served basis. Rooms may be booked up to 60 days in advance with no more than two bookings each month.

Community rooms are made available regardless of the beliefs or affiliations of individuals or groups requesting their use. The person reserving the community room determines the attendees for their meeting or event.

Using a community room does not convey Library sponsorship of a group's program or activities. Groups cannot use the Library's name or logo in their promotional materials or signage, other than identifying the Library as the meeting location. No signs can be posted on library grounds or in library buildings without the approval of the library manager.

Activities prohibited in Library community rooms include, but are not limited to:

- Events for which the purpose is to advertise, solicit business, or generate leads
- Collection of information on attendees to be used for commercial purposes
- Collection of admission fees or tuition
- Sale of products or services
- Direct fund raising
- Gambling, games of chance, bingo, or wagering of any kind
- Social events

Direct fundraising may be conducted by the Friends of the Ramsey County Libraries. The Library, the Friends of the Ramsey County Libraries, and program co-sponsors may sell books and other products at Library events.

Community program and conference rooms are intended for larger groups and may have minimum attendance requirements. They are not intended for individual use, study, tutoring, or one-on-one discussions. Individuals and groups smaller than the required minimum may use a community program or conference room on a walk-in basis, if the room is not already in use. Those individuals and small groups may be asked to vacate the room to accommodate a reservation or a larger group.

The requirements of this policy may be waived at the discretion of the Library when doing so would further its goals.