

Meeting Room Policy

Rawlins Municipal Library has one meeting room known as the South Dakota Room. The South Dakota Room serves many purposes and is home to the library's state historical collection, provides a space for library programming, and acts as a public meeting area.

Criteria to Use the South Dakota Room:

- To reserve the South Dakota Room, you must be a library cardholder of Rawlins Municipal Library who resides in the City of Pierre, the City of Fort Pierre, Hughes County, or Stanley County.
- To reserve the South Dakota Room, your library card must be in good standing. Library cardholders cannot have any fees on their account because of overdue or damaged items.

South Dakota Room Rules

The Meeting Room Policy establishes rules and procedures for the South Dakota Room. The meeting room is free to use. Library patrons must be able to access books in the South Dakota room, even if there is a meeting in place. The noise level from the meeting room must not disrupt other patrons or staff. Use of the South Dakota Room does not constitute Rawlins Municipal Library or City of Pierre endorsement of viewpoints expressed by participants in the program.

Commercial use of the South Dakota Room is prohibited. This includes solicitations, admissions or other charges, money-raising activities and/or sales. The South Dakota Room may not be used for social gatherings such as showers, birthday parties, graduation parties, etc. The South Dakota Room may not be used for political rallies or campaign purposes. Use of alcoholic beverages, drugs, vaping, and smoking are prohibited in the South Dakota Room. All visitors must comply with the Patron Code of Conduct Policy. Rawlins Municipal Library is the only entity that can host public events in the South Dakota Room.

The South Dakota Room will be available for student use, including study groups, tutoring, and test proctoring on school days between 3:15 PM and 5:15 PM. Reservations to use the South Dakota Room will not be accepted during 3:15 PM to 5:15 PM on school days. Reservations to use the South Dakota Room will not be accepted during Summer Reading. The Unattended Children's Policy needs to be followed when using the South Dakota Room.

The Rawlins Municipal Library Board of Trustees and/or The City of Pierre reserves the right to deny or revoke permission for use of the meeting room to any group that violates the rules or is disorderly or objectionable in any way. An organization may request clarification from the Library Board at a regularly scheduled board meeting.

Criteria of Acceptable Uses of the South Dakota Room:

- Book Clubs
- Study Groups
- Test Proctoring
- Tutoring

- Any group of 20 more people needs permission from the Library Director to use the South Dakota Room

Reservations

Rawlins Municipal Library and City of Pierre events take first priority on the South Dakota Room calendar. A Google calendar will be used to maintain the South Dakota Room Reservations. Requests for a meeting can be made through the phone or by emailing rawlinslibrary@ci.pierre.sd. Requests will be honored on a first come, first serve basis. Library staff will fill out a South Dakota Meeting Room Form that will record the details of the reservation. Forms will be saved on the O drive for one calendar year. Reservations can be made up to four (4) weeks in advance. Reservations cannot be made for closures or after hours.

Meeting Room Form

Name _____
 Library Card Number _____
 Phone _____
 Reservation Date _____
 Reservation Time _____
 Reason for Using the Room _____
 Food _____ Yes _____ No

When arriving at the Rawlins Municipal Library to use the South Dakota room, patrons must check in at the desk *and* present their library card. When patrons are done using the South Dakota Room they must check out at the desk. Library staff will keep an Excel sheet detailing the cardholder’s name, time checked into the South Dakota Room, and time checked out of the South Dakota Room. Library staff will check the South Dakota Room after each visit.

Patrons using the South Dakota Room are responsible for leaving the South Dakota Room in the condition in which it was found. If the furniture was rearranged, it is the group’s responsibility to put the furniture back to its original position at the end of the meeting. It is the group’s responsibility to remove equipment, supplies, and personal effects from the South Dakota Room at the end of the meeting.

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