

Meeting Room Use

APPROVED: August 16, 2023

The Library welcomes the use of its meeting room for civic, cultural, educational or recreational purposes. The Library's meeting rooms are available on equal terms to all groups in the community regardless of beliefs and affiliations of the individuals or groups requesting use, and are booked on a first come first served basis.

Requirements and Limitations for Use of a Meeting Room:

1. REQUIREMENTS:

- a. A room reservation form must be completed once each calendar year for each entity (whether an organization or an individual) making use of a meeting room.
- b. The person signing the reservation form must be over 18 years old and will be considered responsible for ensuring adherence to Library policy.
- c. Meetings may be reserved up to 12 months in advance, or within a time window designated by the Director or designee.
- d. AV equipment is available to use with meeting space, and what equipment is needed must be indicated when the room is reserved. Equipment must be checked out at the Circulation Desk by a group representative with a valid library card. The person who checks out the equipment is responsible for any damage incurred. Equipment must be returned to the Circulation Desk at the end of the meeting.
- e. Room reservations are not confirmed until the reservation form has been completed and signed by the applicant and the library administration. By signing this form, the applicant/group agrees to accept the responsibility and liability relating to the use of the facility.
- f. There is a snack kitchen available for beverages or other light refreshments. Use of the snack kitchen must be requested and approved in advance, and can only be used with Meeting Rooms A&B.
- g. A program which involves the sale, advertising, or promotion of products must be clearly stated on the meeting room reservation form. The room is not available for in-person multi-level marketing sales or events focused exclusively on in-person direct sales.

2. LIMITATIONS:

- a. A person 18 years or older must be present at all times when the meeting room is in use.
- b. The room cannot be used for purposes that are illegal, potentially hazardous or that would interfere with the normal functioning of the Library.
- c. Use of a Library meeting room does not imply endorsement by the Library of the views expressed by users of the meeting areas.
- d. No signs or posters may be attached to the walls. Any signs, informational or directional, must be approved by the library administration.
- e. There will be no use of tobacco, cannabis, vaping devices, or use of controlled substances in the Library or on its premises. Alcohol may only be used on Library

property in keeping with the Library's policy on alcohol at Library events and programs.

- f. Meetings are only permitted during Library operating hours.
 - g. Organizations are responsible for their own room setup, clean up and garbage removal.
 - h. Participants must be admitted to all meetings free of charge.
 - i. Occupancy guidelines (70 for Meeting Room A, 40 for Meeting Room B, 120 for Meeting Rooms A&B and 12 for Meeting Room C) and other safety guidelines must be followed at all times.
 - j. No food warming devices, such as electric roasters, crock pots, etc. are allowed, with the exception of coffee and tea pots.
 - k. The Meeting Room and kitchen must be left clean after use.
 - l. The Library does not provide cutlery, cups or dishes for use.
3. FEES:
- a. For profit, private parties and meetings that are not open to the public will be charged a fee for using the meeting rooms. (\$10/hour or \$50 per day) This fee is to be paid prior to meeting room use.
 - b. Nonprofit organizations are asked to make a monetary donation for each meeting to cover meeting room expenses.
 - c. Fees may be charged for damage or cleaning of the room, and any expense incurred by the Library as a result of usage is the responsibility of the group or individual on file.

In case of an unscheduled closing of the Library, an attempt will be made to provide an alternative date or time for the group.

Future usage of meeting space may be denied to any group or individual judged by the Director or designee to have been in violation of Library policy during previous usage. Usage of space may be denied to new applicants if their proposed usage is judged by the Director or designee to be in violation of Library policy.