

## **Latah County Library District Meeting Space Policy**

### **5.5 PUBLIC USE OF LIBRARY SPACE**

Library public areas and meeting rooms are open to activities of organizations engaged in educational, cultural, intellectual, civic, and charitable activities. Attendance may not be restricted because of a person's race, national origin, color, sex, religion, age, marital status, sexual preference or orientation, political affiliation, or physical disability or appearance.

Use of library meeting space does not imply endorsement, support, or co-sponsorship by the Latah County Library District of the activities that take place or of the beliefs of the groups using the space. Groups or individuals using the meeting space may not use the Library logo or in any way imply that the event or program is sponsored, co-sponsored, or endorsed by the Library in any advertising or publicity.

The Branch Manager or another Manager is authorized to deny permission to use meeting spaces or terminate any meeting in progress if a group is disorderly in any way, or violates any of the terms of use.

#### **Group Use of Open Public Spaces**

Groups may meet in the open public areas of any of the libraries, provided they comply with the terms of use listed below, but must first obtain permission from the Branch Manager or another Manager.

All events or meetings taking place in library public areas must be free, open, and accessible to any member of the public. In keeping with the Library's mission, there can be no charge for attendance or participation in events in open public areas. Donations may be accepted to recover meeting or materials costs but cannot be a requirement. For-profit activities, or activities requiring payment for attendance, may only be held in meeting rooms, with the exception of library-sponsored events that involve paid presenters.

#### **Meeting Rooms**

The Latah County Library District provides private meeting room space at its Potlatch and Troy libraries. These rooms have separate entrances but are also accessible from inside the libraries, so they can be used during or after library business hours. No separate rooms are available for public meetings at the other five LCLD locations, though public space may occasionally be used for meetings and programs. Meeting rooms will be available on a non-discriminatory, equal-access basis.

#### **Terms of Use**

1. Events that are free and open to the public take priority for meeting room use. Private functions are also permissible.
2. Groups take priority over individual users for meeting room use.
3. If a meeting room is being reserved for a for-profit activity, or if payment for attendance is required, there is a charge for use of the room (see fee schedule [here](#)). Donations may be accepted to recover meeting or materials costs for events held in library meeting rooms without incurring a charge for room use.
4. Fundraising is prohibited, except for Friends of the Library or Library Foundation events.

5. Library spaces cannot be used for activities that present health or safety risks, or for illegal purposes.
6. The event cannot interfere with routine library operations, such as, but not limited to, activities that would produce excessive noise, occupy a large amount of library parking during business hours, or place an additional demand on staff time.
7. After-hours use of meeting rooms by groups whose members are under the age of 18 must be supervised by an adult, with an adult in attendance at all times.
8. The contact adult for each group must have a valid library card in good standing in order to reserve a meeting room. Checking out a meeting room key is required.
9. Alcoholic beverages and smoking are prohibited. Exceptions for alcoholic beverages may be made for library-related events. Light refreshments are permitted.
10. Cooking or food preparation is limited to the kitchen or coffee service area located in the Potlatch and Troy meeting rooms. Areas must be cleaned following use.
11. The person checking out the meeting room key is responsible for making sure everyone leaves the building after hours and that the room is left in good order.
12. Groups are responsible for setting up and putting away any and all chairs and tables used, picking up refuse, and leaving the rooms tidy.
13. Groups will be charged for damage to room, equipment, or furnishings beyond reasonable wear and tear.
14. Posted rules specific to the Potlatch or Troy meeting rooms must be observed, including occupancy limits and the use of lights, heat, and air conditioning.
15. Equipment, supplies, materials, or other items owned by a community group or individual or used by them in the Library are not the responsibility of the Library, nor can they be stored in the Library.

The Library reserves the right to restrict or deny usage of meeting rooms or public spaces if the terms of use are not followed.

The Library reserves the right to cancel meeting reservations when unforeseen circumstances such as power outages or severe weather conditions occur.

Reserving meeting rooms:

1. No more than two reservations per month by one party are allowed.
2. Reservations for meeting rooms must be requested at least two business days in advance, taking into account the individual library's business hours.
3. Reservations must be cancelled at least two business days in advance. If a group does not show up for a scheduled reservation or does not restore the room to a clean and orderly state, the Library reserves the right to withhold meeting room privileges for up to three months.
4. Meetings may be booked no more than three months in advance, with the exception of Library, Library co-sponsored, Friends of the Library, and Library Foundation events.
5. False information cannot be intentionally included on the meeting room reservation application.
6. Individuals or groups using the meeting rooms must sign the meeting room agreement.

Approved January 2005; Revised January 2006, September 2017; November 2017