



**SPOKANE PUBLIC LIBRARY**

**DOCUMENT #3.1**

**EFFECTIVE DATE: February 19, 2008**

**REVISED DATE: October 18, 2016**

**SUBJECT: POLICY ON MEETING ROOM USE**

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**1. POLICY**

- 1.1 It is the policy of the Spokane Public Library to provide meeting rooms to the community as a public service. Use of these meeting rooms does not constitute an endorsement by the Library of a program or point of view expressed. No advertisements or announcements implying such an endorsement are permitted. The Library may elect to provide notification to the general public about the group's meeting or activity, or to publicize any upcoming meetings.
- 1.2 The meeting rooms of Spokane Public Library are made available on an equal access, nondiscriminatory basis, and are accessible to people with disabilities in accordance with the Americans with Disabilities Act. Organizations using the Library's meeting rooms are required to comply with the Americans With Disabilities Act in reasonably accommodating persons with disabilities.
- 1.3 Permission to use library meeting rooms will be denied to an organization and/or meeting whose purpose is illegal; whose conduct would interfere with the proper functioning of the Library; whose purpose is promotional or for monetary gain; or whose activity does not have the sponsorship of a legally responsible adult registered for meeting room use with the Library.
- 1.4 Community groups may use library meeting rooms for general political purposes, including to support or oppose a ballot measure or a campaign for elective office. Meeting rooms are a neutral forum and the Library is not endorsing or supporting the political activity or the group using the room for political purposes. (WA Public Disclosure Commission ruling regarding RCW 42.17.130)
- 1.5 Library-related programs will be given preference in scheduling. The Library reserves the right to reschedule or cancel meeting room reservations at any time in order to use the meeting room space for programs or events sponsored by the Library. As much notice as possible will be provided to the group(s) affected by a change, and suggestions for other spaces will be made when possible.
- 1.6 The Library's goal in providing community meeting room space is to maximize access to the greatest number of organizations. Therefore, consecutive meetings

may be permitted, but priority will be given to organizations which have not used the facilities as often.

- 1.7 No products, services, or memberships may be advertised, solicited, or sold. However, at the discretion of the Executive Director, the following will be permissible at library initiated programs:
  - 1.7.1 Fundraising to benefit the Library and sponsored by the Friends of the Library, the Spokane Public Library Foundation or other library-related groups.
  - 1.7.2 The sale of items by authors or artists as part of a library program.
- 1.8 Some audiovisual equipment is available for all meeting rooms. Use of the library's audiovisual equipment must be reserved in advance.
- 1.9 Meetings or groups whose members are under the age of 18 must be supervised and attended by a legally responsible adult named on the Meeting Room Application Form.
- 1.10 Meetings must not disrupt the use of the Library by others or violate in any way the Spokane Public Library Rules of Conduct. Persons attending meetings at the Library are subject to all library rules.
- 1.11 The applicant is responsible for reasonable care of the room and any library equipment used, and will be held responsible for any damage and the general condition of the room following use. The applicant will be assessed reasonable charges for repair or replacement of any damaged contents of the room, as well as the physical boundaries of the room, including flooring, walls, ceilings and anything attached thereto.
- 1.12 When possible, the Library will provide, free of charge, a standard meeting room setup. The group is free to change the arrangement of furniture prior to or during the meeting. At the conclusion of the meeting, however, the room must be returned to the original setup. Failure to do so will result in a service charge to offset labor costs incurred by the Library to restore the room to its original condition. Library staff will inspect the room following each meeting to assess its condition.

Should the group require Library staff to provide a different room setup, there may be a service charge.
- 1.13 Failure to comply with the Spokane Public Library Meeting Room Use Policy and Regulations governing use, including failure to pay any meeting room service charge incurred for failure to restore a meeting room to original condition, as previously agreed, may result in withdrawal of future meeting room use privileges.

## **2. ADMINISTRATION**

- 2.1 A Meeting Room Application Form must be completed and returned to the Library. Meeting Room Application Forms must be updated annually. All Meeting Room applicants will receive a copy of the Spokane Public Library Rules of Conduct and of the meeting room policy as part of the application process.
- 2.2 Meetings must be scheduled during normal Library open hours. To avoid conflicts, groups should verify meeting room reservations two weeks prior to the meeting date. Notifications of cancellations are required at least 48 hours in advance of the meeting or event. Meetings may be scheduled as little as two days in advance of the meeting but no more than four months in advance.
- 2.3 Children under the age of six accompanying an adult to a meeting must remain with the adult at all times. Meetings or groups whose members are under the age of 18 must be supervised and attended by a legally responsible adult named on the Meeting Room Application Form.
- 2.4 Meetings must be scheduled to end and all furniture returned to the standard arrangement 15 minutes prior to the Library's scheduled closing time unless permission to extend the meeting beyond normal library hours has been obtained in advance. In instances when meetings are permitted to extend beyond the Library's scheduled closing time, the sponsoring group will be required to pay a fee to offset the cost of additional staffing time.
- 2.5 A service charge of not less than \$35.00 per hour will be assessed if the room is not returned to original condition (a diagram of the setup will be provided). For a custom setup there will be a service charge payable to Spokane Public Library in advance of the meeting or event, of not less than \$35.00. Should extensive setup work be required, the service charge will be calculated at \$35.00 per hour to offset labor costs incurred by the Library.
- 2.6 Light refreshments are allowed in meeting rooms. When refreshments are provided, the group is wholly responsible for providing all supplies.
- 2.7 Reasonable care of the room will include the removal of any food or beverage items, signs or posters, and handouts, as well as the disposal of any disposable items, such as paper plates, napkins, cups, and plastic utensils. A service charge of not less than \$35.00 per hour will be assessed if the room requires additional cleaning.