



SPOKANE PUBLIC LIBRARY DOCUMENT #3.1.1

EFFECTIVE DATE: September 12, 2022

SUBJECT: PROCEDURE AND GUIDELINES ON MEETING ROOM USAGE

Meeting spaces at Spokane Public Library may be reserved using an online reservation system (<http://bookings.spokanelibrary.org/reserve>). Reservations are limited to 10 meetings per 60-day period per group. Meetings may be scheduled on the day of the meeting or no more than 60 days in advance. Bookings further in advance of 60 days may be arranged with designated staff approval.

For rental rate purposes, use of library facilities must be identified as being commercial or non-commercial. Meeting rooms are free for non-commercial use.

Non-Commercial Use

Non-commercial use is defined as a use or activity that use not intended to produce a profit, and where there is no direct payment by the attendee to access the content specifically offered in the room at that moment. No admission fee is charged, and no donations of money or other property will be solicited. No products or services may be advertised, solicited, or sold with the exception of books or other resources sold at library-sponsored events. Not-for-profit or recreational organizations that charge blanket participation fees but do not operate with the business goal of earning revenue are considered non-commercial. Activities of for-profit businesses that are not oriented toward making a direct profit, such as staff meetings and trainings, are considered non-commercial usage.

Commercial Use

Meeting or event may charge admission, class fees, sell tickets or other items, solicit donations or promote a commercial business. Examples include classes or services which charge fees, fundraisers, performances with charge admission or any event that includes food or merchandise vendors, including weddings. Rental fee may be waived when a service club or other not-for-profit group is fundraising for charitable purposes.

Fees: For rental rates, see the Meeting Room and Facilities Use Fee Schedule. Study rooms are free to use for individuals and small groups.

Monday, September 12, 2022



Rental Fees for After-Hours Special Events: If an event would disrupt normal business-hours operations, Library facilities may be available for special events outside of normal operating hours. Special events include, but are not limited to, weddings, retreats, presentations, awards banquets, and classes that include a finite number of attendees. Rental fees may be waived or reduced when an organization is fundraising for charitable purposes or at the discretion of Library leadership. If an event is ticketed, 10% of proceeds may go to the Library in lieu of the rental fee as agreed upon by designated Library staff.

Deposits for After-Hours Special Events: For special events booked outside of normal operating hours, a 50% deposit will be charged at the time of booking. The deposit will be applied toward the final rental fee amount. Final payment is due within thirty (30) days of the event.

Reservations: A valid library card is required to reserve a room in the online booking system. Upon exception, a staff member may reserve a room for an out-of-town visitor without a library card using the customer's name, email address, and phone number. Customers only have access to the meeting room for the exact duration of the reservation. Please schedule ample time to allow for set-up and take-down of the event. By booking a room, the reservation-holder is responsible for ensuring all attendees follow the Rules of Conduct and the Meeting Room Policy.

Priority Scheduling: Library-related programs and approved partners will be given preference and priority in scheduling. The Library reserves the right to reschedule or cancel meeting room reservations at any time. 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.

No Shows: Please notify the Library at least 24 hours before a meeting if a reservation must be cancelled. If a customer has more than 2 no-shows without prior notification, future room reservations may be cancelled. Rooms that are not accessed within 15 minutes of the reservation time may be cancelled and released to another user. For any event cancellation, a fee of \$100 will be charged, and the remaining balance refunded.

Event promotion and Endorsement: Use of Library meeting rooms in no way constitutes an endorsement by the Spokane Public Library of a program or point of view expressed. No news releases, publicity, or printed or electronic advertisements or announcements implying such an endorsement are permitted, including the use of the Library logo or Library names (e.g., The Hive), unless the Library has formally agreed to co-sponsorship. The Library may elect to provide notification to the general public about the group's meeting or activity, or to publicize



any upcoming meetings if the event is mission-aligned. If Library staff time must be committed to the event, the event must be in partnership and mission aligned.

Room Setup: The Library will provide a standard meeting room setup. Users are free to change the arrangement of furniture prior to or during the meeting as long as set up time is included in the reservation time block. Users may move the furniture around during their scheduled visit, and are expected to tidy up after the event. A service charge of \$45.00 will be assessed if the room is not returned to a tidied condition. Please do not move the podium as it is plugged into the floor. The Library is not responsible for any lost, stolen, or left behind items in the meeting spaces.

Technology: All event spaces, maker spaces, and study rooms are equipped with television screens or projectors. Customers must supply their own laptop to connect to the television screen or projector. Should additional technical support or staffing be necessary, an additional fee may be charged at the discretion of Library Leadership.

Food: Food is allowed in meeting rooms. When food or refreshments are provided, the group is wholly responsible for providing all supplies and clean up following the event.

Food Trucks: Food trucks may be allowed on library property with permission from the library during a partnership event or other approved event. The trucks must not adversely impact customer access to the library. Not all locations can support a food truck.

Alcohol: Alcohol is not permitted during library open hours. Upon exception, alcohol may be served at after-hours events with prior written approval from the Library Executive Director or designee. Appropriate liquor permit and proof of liability insurance are required. The Library reserves the right to require additional insurance for certain special events. Non-Profits must obtain a special occasion license for a specific time, date, and place. Private events providing alcohol at no cost may obtain a banquet permit, or hire a caterer licensed to serve alcohol. More information about permit applications can be found at lcb.wa.gov/special-licenses-and-permits.

Cleaning: No janitorial services will be provided. The meeting room must be left neat and clean after use. Recyclable trash must be sorted into appropriate containers and non-recyclable trash and garbage must be bagged. No liquids should be placed in the trash. User will be held responsible for any damage resulting from use of the meeting room, for damage to the meeting room or its contents, and the cost of any services required to restore the meeting room or any



other part of the Library to its original condition. A service charge of \$45.00 will be assessed if the room is not returned to original condition.

Indemnity Agreement: The applicant is responsible for any damage to the facility and equipment that occurs in their use. The applicant will be charged the cost of needed cleaning/repairs when necessary. If unpaid, this balance will be submitted to a collection agency and may lead to suspension of library privileges. The applicant is responsible for properly operating any library equipment provided.

Hours: Meetings may be scheduled within Library operating hours. Requests for meeting rooms outside of library hours may be accommodated on a case-by-case basis. Contact the Library for details.