



## Policy 7.2 Public Use of Library Meeting Rooms and Facilities

Adopted by Library Board of Trustees  
11/19/2009

### 7.2 Public Use of Library Meeting Rooms

As a public institution dedicated to the provision, promotion, and free expression of information and ideas, the North Olympic Library System makes Library meeting rooms available, on equal terms, for public uses which support and further these goals. Public use of meeting rooms is subject to availability and compliance with the terms of this policy.

Provision of Library meeting rooms for public uses does not constitute endorsement by the North Olympic Library System, or by NOLS staff, of the groups or individuals using the meeting room or their beliefs.

Public meetings and events held in the Library are not sponsored by the North Olympic Library System, unless agreement to such sponsorship, or co-sponsorship, has been provided in writing by the Library Director or designee prior to scheduling of the meeting room. Publicity for public events in Library facilities must not imply sponsorship by, or affiliation with, the Library.

#### 7.2.1 Availability and Use of Library Meeting Rooms

Meeting rooms and other Library facilities can be made available for use by the public only when not being used for Library-sponsored meetings or programs. Although the Library will make every effort to avoid scheduling Library events which conflict with previously scheduled public uses of the meeting room, in the event that such conflicts arise, the Library use will supersede the public use.

#### Free Use of Library Meeting Rooms.

Library meeting rooms are available for use, free of charge, to groups or individuals meeting **all** the following criteria:

- a) The group or organization sponsoring the event must be a 501c3 non-profit group and/or an individual or group that is community based and indisputably not commercial in nature. Determination of whether a group or individual meets these criteria rests with the Library Director or designee.
- b) The event or meeting for which the room is being used must be educational, cultural, intellectual, charitable and/or community related, and indisputably not commercial in nature.
- c) Meetings/events/programs must be open to all persons who wish to attend, within the maximum allowed capacity of the space.

- d) With the exception of Library sponsored, or co-sponsored events, no fees or donations may be solicited or collected for admission to, or participation in, any such program, meeting or event, nor may any sales be conducted, or any business conducted which is entrepreneurial in nature or intended to realize profit for the sponsoring individual, group, or organization at a later date.

Depending on the nature of the event, a cleaning and/or key deposit may be required.

### **Rental of Library Meeting Rooms:**

Individuals or organizations not able to meet the criteria for free use of Library meeting rooms may be eligible to rent Library meeting rooms for a fee, subject to a determination that the proposed use is appropriate to the space, and not disruptive to regular Library functions. Final determination regarding eligibility to rent Library meeting rooms rests with the Library Director or designee. Meeting room rental fees will be charged in accordance with the fee schedule adopted by the Library Board of Trustees. In addition, a cleaning and/or key deposit may be required.

### **Rental of other Library Facilities:**

At the discretion of the Library Director, Library spaces other than meeting rooms may be rented by individuals and organizations for special events to be held at hours when the Library is closed. Such requests will be considered by the Library Director on a case-by-case basis, subject to proof of insurance and other conditions appropriate to the intended use. Rental fees for such use will be determined by the Library Director, based on the nature of the proposed use, the amount of space required, numbers of attendees, and actual costs to the Library of providing staffing to open, close, and monitor such rental use. In addition, a cleaning deposit or fee may be required.

## **7.2.2 Scheduling and Reserving Library Meeting Rooms for Public Use**

Library meeting rooms may not be reserved more than two months in advance of the requested use date, except under circumstances which meet the following extended reservation criteria:

- a) meetings, events or organizations sponsored by the North Olympic Library System and/or affiliated NOLS support groups (such as the Friends of the Library); or
- b) a series of no more than 12 regularly recurring meetings per year (for example, 12 monthly meetings; 4 quarterly meetings, or 2 semi-annual meetings); or
- c) a special series of no more than 3 meetings or programs, the specific nature of which requires that the sponsoring individual/group/organization be able to schedule and advertise dates well in advance of the event (for example, a program series which requires significant advance publicity, and/or significant lead time for scheduling and/or contracting with a presenter/performer).

To insure or promote the accessibility of Library meeting rooms to a wide variety of community groups, the Library reserves the right to limit repeat or extended reservation meeting room use by any single organization. Determination of such limitation will be at the discretion of the Library

Director or designee.

All reservations will be made on a first-come, first-served basis. Meeting room agreements must be fully executed and rental fees, if applicable, fully paid, before a reservation is considered confirmed. Reservations must be requested by the individual, group, or organization at the appropriate time. **The Library will not automatically schedule, reschedule, or carry forward reservations on behalf of meeting room users.** The Library is not able to guarantee that a particular time slot will continue to be available to any organization. Groups that have qualified to make extended reservations for up to 12 meetings per year must re-execute rental agreements at least once annually. Extended reservations for the next year will be accepted, for groups which qualify, after November 30th of the current year.

Whenever possible, meeting room reservations should be made at least one week in advance of the requested use date. Meeting room agreements must be signed, and fees and deposits, if any, must be paid in full, no later than 3 days in advance of the requested use date. For meeting room events that occur when the Library is closed, key(s) must be picked up during Library hours and returned promptly according to the instructions provided by staff.

The Library reserves the right to reschedule confirmed meeting room reservations to accommodate Library-sponsored meetings or programs. However, every effort will be made to avoid such conflicts and/or to offer alternative options when they arise.

If an individual/organization fails to show for a reserved time slot, after 30 minutes the Library may cancel the reservation and allow another use of the room. If an individual/organization twice fails to utilize a meeting room reservation, without notifying the Library of the cancellation at three days prior to the scheduled use, or if the Rules of Conduct for Meeting Room Use are not observed, the Library may cancel or decline to schedule any future reservations for that individual/organization. Such cancellation will be made at the determination of the Library Director of designee.

### **7.2.3 Rules of Conduct for Meeting Room Use**

Library meeting room users must agree to abide by the following Rules of Conduct.

- a) Publicity for meetings and events to be held in the Library must not state or imply that the program is sponsored, co-sponsored, approved, or endorsed by the North Olympic Library System, unless prior permission to do so has been given in writing.
- b) Meeting room users are responsible for scheduling and confirming reservations according to Policy 7.2.2. The Library will not automatically schedule, reschedule, or carry forward reservations on behalf of meeting room users.
- c) Meetings and programs shall not disrupt the use of the Library. Persons attending are subject to all Library rules and regulations.

- d) Signs in Library meeting rooms indicate their maximum capacities. Meeting room users are responsible for ensuring that maximum capacities are not exceeded.
- e) Sponsoring individuals and organizations must obtain in advance any permits that may be required for the scheduled events, from appropriate city, county, or other agencies. The Library may request copies of such permits as verification that the activities to be conducted in the meeting room are permissible.
- f) Groups of high school age or younger must be supervised by at least one responsible adult. Groups larger than 20 must have sufficient adult supervisors to maintain a ratio of at least one adult per 20 children or teens.
- g) Light refreshments are permitted in meeting rooms, but alcoholic beverages are not allowed in or on Library property unless prior written authorization has been obtained from the Library Director. Smoking is never allowed in Library facilities or within 25 feet of any entrance or air intake.
- h) Individuals and organizations using Library facilities are responsible for room set-up and take down. Furnishings and equipment must be replaced in the locations in which they were found, or placed according to specific instructions provided by staff.
- i) Meeting rooms and other Library spaces must be left in their original condition, neat, clean, and undamaged. Excessive amounts of garbage (beyond the capacity of trash receptacles provided in the meeting room) must be removed by the room user. Users must pay the cost to clean or repair any Library equipment, furniture, facility, or grounds they damage.
- j) The Library is not responsible for materials or equipment brought to or left in the facility or on the grounds by users. The Library is not able to provide storage space for materials or equipment between meetings.
- k) The Library is not responsible for connecting or troubleshooting computers, electronic, or communication equipment brought to the Library by room users. The Library cannot guarantee that equipment provided in the meeting room, or available for checkout and use in the meeting room, will be compatible with equipment owned or provided by room users.
- l) Upon departure, meeting rooms must be secured and keys returned according to the instructions provided by Library staff. In the event that a room user loses a key, such loss must be reported to the Library immediately. If re-keying is required due to loss of a meeting room key, users may be required to pay the cost of re-keying.
- m) Sponsoring individuals and organizations agree to and shall indemnify, defend and hold harmless North Olympic Library System and its appointed officials, boards, committees, agents and employees (collectively, the "Library") against all suits, actions, demands, damages, and expenses of any nature which may be brought or made against the Library or which the Library may pay, sustain, or incur by reason of the use of Library facilities by sponsoring individuals or organizations.

- n) Authorization to use Library facilities may be revoked by the Library Director or designee upon violation of any policy, rule or procedure. Persons or organizations refused Library use for meetings shall be informed of the right to appeal in writing to the Library Board of Trustees.
  
- o) In the event a suit, action, arbitration or other proceeding of any nature whatsoever, including without limitation any proceeding under the U. S. Bankruptcy Code, is instituted, or the services of an attorney are retained, to interpret or enforce any provision of this Policy or with respect to any dispute relating to this Policy, the prevailing party shall be entitled to recover from the losing party its attorneys', paralegals', accountants', and other experts' fees and all other fees, costs, and expenses actually incurred and reasonably necessary in connection therewith. In the event of suit action, arbitration, or other proceeding, the amount thereof shall be determined by the judge or arbitrator, shall include fees and expenses incurred on any appeal of review, and shall be in addition to all other amounts provided by law.