

MEETING ROOM USE PROCEDURE

Use of the Meeting Room:

- Meeting room use is a **free** public service.
- Use is for non-commercial purposes, giving preference to library-sponsored programs.
- Meetings must not be restricted to any particular group or individual because of race, religion, color, sex, national origin, marital status, familial status, age, sexual orientation, or disability.
- No admission may be charged.
- No fees or contributions may be solicited, collected or accepted.
- No products or services may be advertised, solicited or sold.
- Persons or groups using the meeting room must not distribute materials or solicit the purchase of goods or services outside the room.
- Meetings of groups whose members are under eighteen (18) years old must be supervised by an adult.
- Permission to use the room include ordinary use of the furniture and fixtures, including chairs, tables, and kitchenette. The District does not provide kitchen equipment.
- Furniture and room set-up are the responsibility of the group using the room.
- Persons or groups must provide their own supplies.
- Refreshments and light catered meals may be served. Meal preparation is not allowed. A deposit may be required of groups serving food and/or beverages.
- No liquor, beer or wine is allowed on library premises or grounds.
- Smoking is not allowed in the meeting room or other parts of the library.
- The Library has wireless access available.
- There is a TV and VCR available for use.
- There is no audio equipment available, no slide projector or screen, no video projector for showing PowerPoint slides.
- Nothing may be affixed or mounted in any way to the walls except where tackable wall surface or hanging appliances are provided.
- Users are responsible for cleaning up and restoring the room to its original condition before leaving. Food garbage must be removed.
- Failure to follow meeting room policies and procedures may result in loss of room privileges.

Reservations:

- Meeting Room use must be scheduled in advance with library-sponsored programs receiving first preference.
- Meeting Room request may be made by phone, email, or in person. Director or designee will confirm meeting room space. (phone 509-382-4131) (email: jlyon@daytonwa.net).
- Meeting Room Use Reservation Form must be completed and filed with library staff at least two days prior to the event.
- Requests need to be made per event each week.
- Meetings scheduled after library hours must have permission of director.

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Cancellation:

- The applicant making the meeting room request must inform the library staff or Director of the need to cancel a scheduled meeting as quickly as possible.
- Repeated failure to notify may result in loss of room privileges.

Endorsement:

- Groups using the library meeting room must avoid advertising and publicity, which imply their program is sponsored, co-sponsored or approved by the library, unless written permission to do so has been given by the Library Director.
- To establish the fact that the District is not sponsoring the event, all publicity which uses the name of the library or District must include the statement:
 “Sponsored by (name of the organization reserving the room)”

Exceptions:

- The District reserves the right to limit the use of the rooms if use would result in interference with the proper functioning of the library. This includes, but is not limited to, creating a situation which limits District activities or customers' access to the library or its services; example is activities which produce excessive noise.

Liability:

- The District assumes no liability for theft or damage to property brought onto library property or for injury which occurs as a result of actions of sponsors or participants in activities. The person(s) reserving the meeting room will be held responsible for any expense the District incurs as a result of a group or individual's use of the room; examples are responsible for lost keys, special cleaning.

Denial:

- If permission for use of the meeting room is denied, the applicant may appeal to the County Library Director; if that officer further denies permission and the applicant is dissatisfied with the reasons offered, an appeal may be made to the Columbia County Rural Library District Board of Trustees.