

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: LIBRARY MEETING ROOM USE

APPROVAL DATE: NOVEMBER 14, 1974

REVISION DATE: JANUARY 16, 2024

RELATED POLICIES:

Access to Library Services

Code of Conduct

Emergency Closure of Facilities

Exhibits And Displays

Facility Use for Political Purposes

STATUTORY REFERENCES:

RCW 29A.84.510

RCW 42.17A.555

WAC 390-05-271

Purpose:

To provide guidelines for the use of library meeting and conference rooms by the public or otherwise not hosted or co-sponsored by Spokane County Library District or by the Friends of the Library, Library Foundation of Spokane County, or for government agencies using the room for government purposes.

Background:

As part of its normal and regular conduct, the District provides free access to and communication of ideas and information that reflect the broad range of interests of the communities we serve. In keeping with the fundamental principles provided by the First Amendment, and in accordance with applicable law, the District may designate and make available areas on District premises for the purpose of public expression of opinions and ideas. This policy recognizes that library meeting rooms may be considered public forums. The District imposes reasonable time, place, and manner restrictions on activities or expressions of free speech in accordance with applicable law and to the extent necessary to prevent unreasonable interference with the public's use of the library.

The District is committed to providing equitable and open access to library facilities, services, materials, and programs regardless of race, creed, color, gender expression or identity, ethnicity, age, religion, political ideology, national origin, citizenship or immigration status, sexual orientation, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.

Policy:

Spokane County Library District (District) uses its meeting rooms to offer educational, cultural, civic, and community-oriented programs, primarily through District sponsored activities. The District will allow use of meeting and conference rooms by members of the public when they are not being used by the District. The District may provide preferential scheduling for the Friends of the Library, Library Foundation of Spokane County, or for government agencies using the room for government purposes.

Permission to use District meeting rooms does not constitute or imply endorsement or sponsorship by the District, and meeting room users are expected to fully comply with all applicable provisions of local, state, and federal law.

District meeting and conference rooms use by members of the public are subject to the following conditions:

General Conditions

- All activities must be open to the public and access to attend may not be restricted.
- Room usage must be supervised by a legally responsible adult.
- District staff may attend or observe any meeting or activity at any time, and may require activities be altered or discontinued if they interfere or disrupt, or reasonably have the potential to interfere or disrupt, regular library use.
- The District reserves the right to pre-empt or cancel reserved use of a room in the event of emergent library business or programming, building issues, or unplanned building closure.
- The District may limit or refuse a reservation or use if such use would interfere or disrupt, or reasonably have the potential to interfere or disrupt, regular library use. This includes, but is not limited to, creating a situation that inhibits District operations or public access to the library or its services.
- The District's Code of Conduct policy applies to all activities occurring anywhere in District facilities and/or on District grounds, including meeting and conference rooms.

Reservations

- Persons or groups are limited to one (1) use per month per library. Reservations may be booked up to sixty (60) days in advance, on a first-come, first-served basis. Library Managers, Supervisors, or their designee may make exceptions to these limitations on a case-by-case basis.

Room Use

- Users are responsible for room set up, including A/V equipment, tables, and chairs. In general, no staff assistance is available for set up prior to use.
- Users must clean up after their use or event, remove any excess trash and leave the room in the condition they found it.
- Room setup or placement of furniture and/or equipment in the meeting room must not obstruct or otherwise interfere with ingress or egress pathways through any door in the room.
- All activities related to room use must remain fully inside the room. This includes, but is not limited to: furniture, promotions, sales, solicitations or recruitment directed toward other library visitors.
- Except where allowed by other District policies, persons or groups using the rooms may not display or distribute materials, such as leaflets or pamphlets, or gather signatures for any purpose, or solicit the purchase of goods or services outside the room.

Fees

- The District does not charge a fee for most meeting room use; however, it reserves the right to impose a fee for usage that would constitute the need of additional District staff or undue disruption to regular library use.
- Causing damage to the room, furniture, fixtures, or equipment, or failure to leave the room in good condition may result in the assessment of a cleaning/maintenance/damage fee (minimum \$100.00) and/or loss of privileges for meeting room use.

Food and Beverages

- Food and non-alcoholic beverages are allowed, however preparing, cooking, or warming of

food/beverages using open flames including canned chafing fuel (ex. Sterno) is prohibited.

- Alcohol is not permitted in library facilities. Upon exception, alcohol may be served at special events with prior written approval from the Executive Director or designee. Appropriate liquor permit and proof of liability insurance are required and are the responsibility of the person or group reserving the room.

Liability

- The District does not assume liability for injuries to individuals or damages to personal or District property that occur as a result of actions of the sponsors or participants in activities in its meeting and/or conference rooms.
- The District reserves the right to require additional insurance for certain special events that, in the sole discretion of the District, warrant such additional insurance for the protection of the District or its facilities.

Endorsement and Promotion

- All promotion or advertisement of any activity must include the following disclaimer: "Use of Spokane County Library District facilities does not constitute or imply endorsement or sponsorship by the District." Furthermore, District associated images, including the District logo, may not be used in the promotion or advertisement of any activity.
- The District may elect to provide notification to the general public about activities.
- The District may keep registration and reservation information on file for operational purposes.

The Executive Director will establish administrative procedures necessary to implement this policy. In accordance with the administrative procedures, any appeal of an administrative action under this policy will first be made in writing to the Executive Director.

Any subsequent appeal of Executive Director action and/or decision will be made in writing to the Board of Trustees.

The District will make a good faith effort to implement this policy in a fair and consistent manner.