

East Bonner County Library District MEETING ROOM USE POLICY

The Board of Trustees of the East Bonner County Library District make the Library's meeting rooms available to the public to further the Library's stated mission. The booking of a meeting space does not imply library endorsement of the content and speakers of meetings held in the Library. In making such space available, the Library Board aspires to meet the principles set forth in the Library Bill of Rights.

Definitions

- Groups are considered Not-for-Profit when their mission serves an educational, cultural, charitable, political or civic purpose. Not-for-Profits include 501(c)3, 501(c)4, 501(c)5, 501(c)6, 501(c)8 corporations, as well as unincorporated associations, groups, or clubs.
- Organizations whose membership is not optional, such as unions, Home Ownership Associations (HOA's), condo associations, and commercial ventures of any kind are excluded from this classification.

Room Use Priority

1. Library sponsored events are given priority in scheduling use of the meeting rooms.
2. Friends of the East Bonner County Library District sponsored events such as the Friends Book Sales.
3. All other organizations wishing to use the room for non-commercial use.
4. The Library reserves the right to reschedule or cancel meeting room reservations by members of the public, if the occasion arises, in order to accommodate library programming or other needs.

Meetings

When not needed for Library use, the meeting rooms are available on a first-come, first-served basis for meetings that are educational, cultural, political, civic, or charitable.

- All meetings must be open to the public without charge.
- Meetings may not disturb the normal operations of the Library nor pose a safety hazard.
- The sale, advertising, solicitation or promotion of products or services is not allowed in the Library's meeting rooms.
- Except for Library sponsored or co-sponsored events, booking organizations or individuals may not charge admission fees, fundraise or collect donations before, during or after meetings. Off-site admission fees or pre-payment to attend a meeting are not allowed. It is understood that legitimate dues and membership fees do not constitute admission fees.

- Presentations that are primarily commercial in nature, rather than educational, are not permitted. Individuals who wish to be featured at a Library program should contact Library staff.
- The Library may not accept reservations for a series of meetings which would designate the Library as the regular meeting place for any organization.
- Meeting rooms may not be used for private social gatherings or parties.
- Alcoholic beverages, smoking, using e-cigarettes or the use of smokeless tobacco is not permitted.
- Programs may not disrupt the use of the Library by others. Persons attending the meetings are subject to all library rules and regulations.
- The number of people attending any meeting must not exceed the posted limit as set forth by the fire marshal. See Meeting Room Capacity Limits Addendum at the end of this Policy.
- No pets.

Hours

Meetings may begin no earlier than 8:00 a.m. Monday through Saturday. Any meeting scheduled to continue after hours must begin while the library is still open and be concluded and the library vacated no later than 9:30 p.m. Monday through Thursday and 7:30 p.m. Friday and Saturdays. Sundays are not open for meeting room use.

Reservations

- Reservations must be made in order to use the meeting rooms. The reservation request form must include the name of the organization, time period desired, number of persons expected, name and contact information of the adult responsible, topic or nature of the meeting. Reservations may not be made for more than three months at a time and a new request form must be submitted in January, April, July, and October, regardless of when the original reservation is made.
- The Library reserves the right to cancel any reservation due to unforeseen circumstances, including those which reasonably cause the Library Director or designees to view the meeting as likely to materially and substantially interfere with the proper functioning of the Library or likely to create excessive noise or a significant safety hazard.

Responsibilities of Users

- It is the responsibility of the event organizer to ensure that the number of people attending any meeting must not exceed the posted limit as set forth by the fire marshal.
- All users are responsible for complying with the provisions of the Americans with Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.

- Groups are responsible for arranging the room as needed for their meeting, clearing, and returning the room to its original arrangement at meeting's end. If refreshments are served, due care and consideration must be given to the library carpet, floors, and other furnishings and equipment. Users serving refreshments must clean tables, chairs, and carpet as necessary afterwards. The room must be cleared of all group or organizational items at the end of the meeting. Groups serving refreshments must bring their own dishes, cups etc. Each organization agrees that it will pay for all damages to Library property resulting directly or indirectly from the conduct of any member, officers, employee, agent, or guest of the group.
- All news releases, publicity, or advertisements relating to any program or meeting held in the Library's meeting rooms shall clearly state the name of the sponsoring organization or individual and shall not imply that the program or meeting is sponsored by the Library.
- The Library is not responsible for any accidents that may occur on Library property to individuals attending programs or meetings in the Library. Organizations using the meeting room will be held responsible for any accidents occurring as a result of the group's activities. Meeting room users will be held responsible for any damage to the Library building, groups, or equipment due to negligence or willful misconduct.
- At the conclusion of a meeting, the room must be returned to its original condition. Any group that abuses the meeting room privilege shall lose the right to use the meeting room.
- Users' computers must have HDMI capabilities or mini display port. The Library District is not responsible for making sure users' presentations are compatible with AV equipment of the District.
- After Hours Packets must be picked up during library hours.

Liability

- Groups or individuals using a meeting room are responsible for all damages to any property of the Library resulting directly or indirectly from the conduct of any member, officer, employee, agent or guest of the group.
- All meeting room users agree to hold harmless the East Bonner County Library District from and against any and all liability which may be imposed upon them or either of them for any injury to persons or property caused by the organization or any person connected with the meeting.
- The East Bonner County Library District assumes no responsibility for any property placed in the Library in connection with a meeting; and the East Bonner County Library District is hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of use of a meeting room.

Amendment of Rules

The Library Director is authorized to establish reasonable regulations governing use of the meeting room and related fees. Based upon information contained in the application, the Library reserves the right to decline meeting room requests that do not meet the spirit of this policy.

The East Bonner County Library District Board of Trustees reserves the right to review and amend this policy at any time.

Adopted 09/10/2018
Amended and Reaffirmed 11-13-2018
Revised & Affirmed 10-15-2019
Revised & Affirmed 12-09-2019
Revised & Affirmed 2-10-2020
Board of Trustees
East Bonner County Free Library District