

## **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.

### Room Use Priority

1. Library-sponsored events are given priority in scheduling use of the meeting rooms. The Library reserves the right to reschedule or cancel meeting room reservations by members of the public, in order to accommodate library programming or other needs. Every attempt will be made to provide reasonable notice and alternatives.
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 purposes.

### 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.

### 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.
- All groups using the meeting rooms must abide by the Library's [Code of Conduct](#).
- 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 on Library premises.

- 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.
- 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 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.

### Hours

Meetings may begin no earlier than 8:00 a.m. Monday through Saturday, and end no later than 6:45 p.m. Monday through Thursday and 4:45 p.m. Friday and Saturday. Sundays are not open for meeting room use.

### Reservations

- Reservations must be made in order to use the meeting rooms. Reservations may not be made for more than three months at a time.
- 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.
- Groups failing to show or notify library staff of cancellation at least 24 hours in advance of scheduled meeting time may have future reservations canceled.
- The person who signs this agreement must be at least eighteen (18) years of age and assumes full financial responsibility for paying any charge that may result from damage to a meeting room, furnishings, or equipment while being used by the group.

### Responsibilities of Users

- It is the responsibility of the event organizer to ensure that the number of people attending any meeting does 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 must respect the start and end times of their reservation.
- Groups are responsible for returning the room to its original arrangement and clearing all group or organizational items at the end of the meeting.
- Groups must clean tables, chairs, and carpet as necessary.
- Groups serving refreshments must bring their own supplies.
- 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.
- 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.

#### Liability

- Groups or individuals using a meeting room are responsible for all damages to Library property 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.

## MEETING ROOM OCCUPANCY LIMITS

Meeting Rooms A & B Combined 40' X 40'= 1,600 square feet

Chairs Only 229 people

Tables & Chairs 107 people

Meeting Room A (south) 40' X 18'= 720 square feet = 45% of A & B Combined

Chairs Only 103 people

Tables and Chairs 48 people

Meeting Room B (north) 40' X 22'= 880 square feet = 55% of A & B Combined

Chairs Only 126 people

Tables and Chairs 59 people

Meeting Room #102 25' X 13.5'= 338 square feet

Chairs Only 48 people

Tables and Chairs 23 people

Children's Activity (Glass) Room 20.8' X 27.5'= 572 square feet

Chairs Only 82 people

Tables and Chairs 38 people

Virtual Reality (VR) Room 12' X 16.75'= 201 square feet

Chairs Only 28 people

Tables and Chairs 13 people

Multi-Purpose (Teen) Room 21' X 27.25'= 572 square feet

Chairs Only 82 people

Tables and Chairs 38 people

Adopted 09/10/2018

Amended and Reaffirmed 11-13-2018

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Board of Trustees

East Bonner County Free Library District