

Ritzville Library District #2

Meeting Room Use Policy

The Library is dedicated to the support and advancement of the educational and cultural growth of the community and will make meeting room spaces available to non-library sponsored organizations for meetings as a public service to the community.

ORGANIZATIONS: Meeting rooms will be made available to non-profit, public or private organizations or persons.

RESERVATIONS: Reservations can be requested of the Director or any staff member. Requests should include 1) name of the organization or person; 2) date and time of the meeting; 3) name, address, and phone number of the responsible party; 4) objective of the meeting; and 5) expected attendance.

The Director has the authority to accept, renew, or reject requests for the use of the room under the established policies and rules. If permission for use of a meeting room is denied, the applicant may appeal to the Library Board.

MEETINGS: Library-sponsored or oriented groups will be given preference. Groups may have to forfeit use of the room to allow for library programs, but only when absolutely necessary. Due to library programming, the Library may place limitations on recurrent meetings. Meetings scheduled before or after library hours must have permission from the Director and may incur a fee to cover associated staffing costs.

Meetings cannot 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.

Meetings of groups whose members are under eighteen (18) years old must be supervised by an adult.

While using a meeting room, no admission may be charged; no fees or contributions may be solicited, collected or accepted; and no products or services may be advertised, solicited or sold. Exception is granted to the Friends of Ritzville Library District #2 or to any entity or individual whose purpose is to help raise funds for Ritzville Library District #2 or the Friends of Ritzville Library District #2.

FEES: Meeting room use is a free public service during library hours. After hours use may incur a fee. Damage fees will be assessed if a room or furnishings are damaged in any way during use. A deposit may be required at the discretion of the director.

ROOM USE & CLEAN-UP: Permission to use a meeting room includes ordinary use of the furniture and fixtures, including kitchenettes where applicable. The Library does not provide kitchen equipment, and groups must provide their own supplies. Refreshments and light catered meals may be served. Meal preparation is not allowed.

Adopted: 5/12/04

Revised: 7/9/10

Revised: 1/16/13

Revised: 10/18/17

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Nothing may be affixed or mounted in any way to the walls except where tackable wall surface or hanging appliances are provided.

Groups are responsible for cleaning up and restoring the room to its original condition before leaving. Food garbage must be removed. If a room is not left in order, the group will be billed for the cost of restoring the room, and the Director has the authority to refuse future use of a room to the offending group.

CANCELLATIONS: If a meeting must be cancelled, the Library should be notified as quickly as possible so that the space can be made available to another group.

RELEASE OF LIABILITY: The District does not assume liability for injuries to individuals or damages to personal property which occur as a result of the actions of the participants in activities in the Library's meeting rooms. Participants are expected to fully comply with applicable provisions of the law. The person(s) reserving the meeting room(s) will be held responsible for any expense the District incurs as a result of a group or individual's use of the room(s).

I understand and agree with the terms set forth in this policy and understand that failure to follow this policy may result in loss of room privileges:

Signature _____ Date _____

Name (print) _____

Telephone _____

Date(s) & Time(s) of Meeting(s) _____

Purpose of Meeting(s) _____

*One form may be filled out for a regularly recurring meeting, although a new form must be completed and on file each year. All unique meetings require a separate form to be completed and on file.