



## **MEETING ROOM USE POLICY**

**Adopted 01/10/1985; Amended 11/14/85, 4/18/91, 10/09/02, 2/11/04, 7/12/17, 12/12/18**

The Jefferson County Library meeting rooms are operated by the Library as a community service, and are intended to further the Library's mission by facilitating the exchange of diverse information and ideas. The Library meeting rooms are used for programs sponsored by the Library, Friends of the Library, or other Library-related organizations. When the meeting rooms are not being used by the Library or Library-related organizations, the space will be available to the public on equal terms, regardless of the beliefs or affiliations of individuals or groups requesting their use, for programs and activities of an informational, educational, charitable, cultural or civic nature. Meetings rooms may not be used for political purposes, as defined by RCW 42.17A.555

The terms for public use of meeting rooms are:

- The meeting must be open to the public.
- No admission fees will be charged. No products or services may be advertised, solicited, or sold in library meeting rooms or on library property. In keeping with the mission of the Library, information may be distributed at no charge. Use of meeting room space for fundraising is limited to Library-related activities.
- The space is intended for specific events rather than for regularly scheduled, on-going meetings. Scheduling will be limited when necessary to ensure equitable access to the facilities for the entire community.
- The Library does not assume liability for injuries or damage to personal property or to persons which occur as a result of the actions of the sponsors or participants in meetings scheduled in Library facilities.
- A responsible adult must be in attendance whenever minors are present and assume responsibility for the period of use.
- The provision of meeting rooms for public use does not constitute Library endorsement of the beliefs or ideas expressed by organizations or individuals using the space.
- Events or meetings will not be publicized in a manner which suggests Library sponsorship or affiliation.
- Smoking and alcoholic beverages are prohibited in library facilities.
- Users must observe the capacity limits of the rooms as determined by the fire code.
- Users assume responsibility for cleaning up after themselves and for any damage to Library property resulting from their use of Library facilities. The Library may assess charges for damage or cleaning.
- The Library reserves the right to cancel a reservation for space if the space is required for use by the Library or Library related organizations.

- The Library retains the right to deny the space to any user whose planned use of the space does not comply with these terms. Violation of these terms may result in denial of future access to the space.

The Director is responsible for the administration of this policy, for establishing administrative procedures as necessary for its implementation, and for making it available for the public.