NEILL PUBLIC LIBRARY
MEETING ROOM USE POLICY

The Neill Public Library ("Library") *Edith G. Hecht Meeting Room* and the *Leonard & Edna Young Conference Room* are intended to further the Library's Mission by facilitating the free and open exchange of diverse information and ideas. It is the policy of the Library to provide meeting rooms to the community as a public service. Use of the meeting rooms does not constitute an endorsement by the Library of a program or a point of view expressed. No advertisements or announcements implying such an endorsement are permitted. The Library may elect to provide notification to the general public about the group's meeting or activity, or to publicize any upcoming meetings.

There is no charge to reserve or use meeting spaces. Meeting rooms are available for reservation in the following priority:

1) Library activities and those sponsored in whole or in part by the Library
2) Activities sponsored in whole or in part by City of Pullman Departments, Boards and Commissions
3) Activities by members of the public for civic, political, charitable, educational or cultural purposes.

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 Library needs. To accommodate larger groups, the Library reserves the right to move smaller groups using the Hecht meeting room to the Young conference room.

Community groups may use Library meeting rooms for general political purposes, including to support or oppose a ballot measure or a campaign for elective office. Meeting rooms are a neutral forum and the Library is not endorsing or supporting the political activity or the group using the room for political purposes (WA Public Disclosure Commission ruling regarding RCW 42.17.130).

TERMS FOR PUBLIC USE

- No individual shall be excluded, denied the benefit of, or subjected to discrimination regarding the use of Library facilities because of age, sex (including sexual orientation and gender identity), race, color, religion, creed, marital status, familial status, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or the use of a service animal by a person with disabilities, or any other recognized protected class under federal law.
- Activities for the general public must remain open to the public.
- A library card is required to make a reservation. A copy of this policy will be provided prior to occupancy. Persons using Library meeting rooms are subject to all Library policies including the *Meeting Room Use* and *Code of Conduct* policies.

- No products, services or memberships may be advertised, solicited or sold. No admission fees may be charged and no fundraising activities may occur. At the discretion of the Director, the following will be permissible at Library initiated programs:
    - Fundraising to benefit the Library and sponsored by Friends of Neill Public Library or other Library-related groups.
    - The sale of items by authors or artists as part of a Library program.
- The Library does not assume liability for injuries to persons or damages to personal property or other property, which are the result of the actions of the sponsors or participants in activities scheduled in its meeting rooms.
- Meeting rooms may be reserved for a maximum period of 3 hours per day and must be continuously occupied throughout that time. Depending on availability, a meeting room may be made available for extended use beyond the reservation period with permission from the Library Director or designee.
- Reservation and occupancy parameters:
    - The Young conference room is only available for same day reservation. Reservations and use of this room may be made by members of the public 14 years of age or older. Young conference room occupancy is 10, with 1 conference table and 10 chairs.

    - The Hecht meeting room is only available for single-day use, and both same day reservations and reservations made up to 2 months in advance are permitted. One reservation at a time is permitted. A future meeting may be reserved on the day of the current meeting. Reservations and use of this room may be made by members of the public 18 years of age or older. The adult reserving the room, or their adult designee, must remain in attendance at all times if participants are under 18 years old. Hecht meeting room occupancy is 60, with 11 tables and 60 chairs.

    - Meeting room usage must commence within 15 minutes of the reservation start time or the reservation will be forfeited. Usage must conclude and the room vacated 15 minutes prior to close. The person reserving the room or their designee must notify staff at the beginning and end of their meeting room usage.

- Meeting rooms may only be used by members of the public during the Library's open hours.
- Affixing, fastening or taping items to meeting room walls is permitted on fabric covered closet doors in the Hecht meeting room or on wall surfaces in either room with use of a temporary hanging strip or similar product that will not cause surface damage. Members of the public will procure their own products for use.

- Responsibility for the care of the room lies with the person making the reservation. Users are responsible for set up and cleanup of their event. Rooms are to be left neat and returned to the original setup. Food or beverage items, signs or posters, and handouts must be removed or disposed of in garbage/recycle bins.
- The Library reserves the right to assess a $25 cleaning fee and actual damage costs if any cleaning or maintenance is required after an activity. Library staff will inspect the room following each meeting to assess its condition. The individual reserving the room is responsible for payment of charges.
- Serving facilities are minimal; refreshments are allowed. Users are wholly responsible for providing any refreshments and all supplies.
- Meeting rooms must remain unlocked at all times when in use. Neill Public Library staff reserves the right to enter the meeting room at any time, for any reason.
- Activities that might be disruptive to regular Library operations due to noise or other factors will not be allowed and may result in loss of permission to use a meeting room.
- Smoking, vaping and alcoholic beverages are prohibited.
- The Library Director reserves the right to deny use of the meeting room to persons, groups, or organizations who fail to abide by this policy and/or whose use resulted in damage or the disruption of Library operations.

Approved by Library Board of Trustees, February 10, 1993

(Revised 12/1/1994, Revised 7/20/2005, Revised 11/15/2006, Revised 2/17/2010, Revised 8/14/2019)