

USE OF THE MEETING ROOMS

POLICIES GOVERNING THE PUBLIC USE OF LIBRARY MEETING ROOMS

1. Subject to approval by the Library Director, meeting rooms may be used by cultural, governmental or 501C3 organizations when such use does not interfere with library operations. Library-sponsored activities are given priority in the consideration of the use of the rooms; however, the Library will not cancel an existing reservation for the purpose of having a library program. The meeting rooms will be rented on a first come, first serve basis. Meeting rooms are not available for private social functions, money-raising or commercial purposes. A commercial purpose is defined as conducting on-site sales or any other form of fund solicitation. Fund-raisers held by the Friends of the Meridian Library District, Inc. may be held in the meetings rooms. The Library reserves the right to set appropriate conditions for use.
2. Reservation for use of a meeting room is made in person at the Library. A reservation will be recorded upon receipt of the meeting room reservation form, copy of 501C3 certification (if applicable) and scheduled non-refundable cleaning fee. Inquiries concerning the scheduled meeting will be referred to the person signing the room reservation form for the organization.
3. Recurring reservations for a room (i.e. for the same day or days each month) will not be accepted other than for library-related boards and committees, library-sponsored program series, and Friends of the Meridian Library District, Inc. Rooms may not be used for meetings of longer than three consecutive working days without written permission in advance from the Director. Meeting rooms will be reserved a minimum of thirty days in advance.
4. No admission fee for the event taking place in the meeting room, no matter how or where collected, may be charged by any group or individual using library meeting rooms. It is understood that legitimate dues and membership fees do not constitute admission fees.
5. All meetings held must conclude and participants vacate when the Library closes. Users of meeting rooms must notify a library staff member when the meeting room has been cleared.
6. Programs may not disrupt the use of the Library by others. Persons attending the meetings are subject to all library rules and regulations.
7. Alcoholic beverages are not permitted on the premises.
8. In compliance with Idaho Code, smoking is prohibited in all parts of the library, including meeting rooms and courtyard.

9. Use of the large meeting room could include use of the kitchen. If refreshments are served, due care and consideration must be given to the preservation of the library carpet and furnishings. Food and drink such as punch and frosted baked goods containing red dye are not allowed. Each group shall be responsible for providing its own serving equipment and for cleaning the kitchen. Users of meeting rooms are responsible for setting up and clearing tables and chairs. Users of meeting rooms are responsible for providing their own technical equipment.
10. Organizations holding meetings assume responsibility for any damage to the rooms and contents. With the exception of projectors and laptops, no additional furniture or equipment other than that furnished by the Library is to be used without library approval. The room must be cleared of all items used (boxes, brochures, projectors, serving equipment, etc.) at the end of the meeting.
11. The Library reserves the right to refuse or revoke permission to use any meeting room.
12. Permission to use meeting rooms does not constitute an endorsement by the Library of the group's policies or beliefs.
13. All news releases, publicity or advertisements relating to any program or meeting held in one of 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 unless the Library has formally agreed to co-sponsorship.
14. All displays and brochures for the meeting will be contained within the meeting room. No displays except directional signs will be allowed in the public area of the Library, including the entrance hall.
15. No meeting materials will be tacked, glued, stapled or taped to walls, doors or windows.
16. Illegal weapons are not permitted on the premises.
17. The Library Director must approve exceptions to any of these policies. The Board of Trustees of the Meridian Library District may amend the Use of Meeting Rooms policy at any time.