

# Meeting Room Policy

## Last Updated Date

February 16, 2022

## Policy Type

[Facilities and Services](#)

## PURPOSE

The primary purpose of Meridian Library's meeting rooms is to provide space for library activities and functions in support of the library's mission to enrich lives, ignite curiosity, and cultivate connections. When not needed for library use, the library's meeting rooms may be available as a designated and limited public forum for local government agencies, business, community groups, and non-profit organizations as a public service. The Board endorses Article VI of the [Library Bill of Rights](#) from the American Library Association which states that meeting rooms are available on an equitable basis. Permission to use meeting rooms does not constitute an endorsement by the library of the group's policies or beliefs. This policy establishes the rules for use of Meridian Library's meeting room facilities.

## ELIGIBILITY

The library grants permission to use its meeting rooms to members of the public who fulfill the requirements specified in this policy. Meeting rooms are intended for use by groups and not for individual use. Individuals may reserve a library study room for that purpose. Library, Friends of Meridian Library, and Meridian Library Foundation sponsored activities are given priority in scheduling use of the meeting rooms for programs and events that promote community enrichment, education and recreation, and/or raise funds for the library and its associated nonprofits. The library does not discriminate in making its premises available for use on the basis of sex, race, creed, religion, color, culture or ethnicity, national origin, age, sexual orientation, individual lifestyle, political affiliation, or physical limitation. The library requires adult sponsorship and attendance for any meetings involving persons under age 18. The adult sponsor accepts responsibility for and will reimburse the library for any damage caused by the group or members of the group to the meeting room or to the library.

## AVAILABILITY

Meeting rooms vary in number and size by library location. Rental of rooms is subject to availability and may be subject to capacity limitations. Availability is determined by the

library branch managers. Reservations will be given consideration on a first-come, first-served basis. Meeting rooms are available during normal library operating hours. Events held outside of normal business hours may be subject to additional charges for time and labor and shall be negotiated with the library director on a case-by-case basis. 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 at least 24 hours in advance and no more than 60 days in the future. Study rooms may be reserved up to one-week in advance or are available on a firstcome, first-served basis.

## **TERMS OF USE**

1. No admission fee may be charged for the event taking place in the meeting room. It is understood that legitimate dues and membership fees do not constitute admission fees.
2. Meetings and events in the library's meeting rooms must be open to the public.
3. Programs or events may not disrupt the use of the library by others. The library reserves the right to withdraw permission for meeting room use when conditions warrant and to stop meetings which interfere with or are disruptive to the normal operations of the library. Persons attending the meetings are subject to all library rules and regulations including the Code of Conduct Policy which includes, but is not limited to:
  1. Illegal weapons are not permitted on the premises.
  2. In compliance with Idaho Code, smoking is prohibited in all parts of the library, including meeting rooms and courtyard.
  3. Possession or consumption of alcohol on library grounds at a non-library sponsored event is prohibited.
4. Groups are responsible for arranging the room as needed for their meeting and restoring the room to its prior condition at meeting's end. Groups using the library property shall be liable for any damage to library property resulting from said usage assessed by the library.
5. The library does not assume responsibility for materials, equipment, or any other article left by an organization, group or individual in the library and will not be liable for loss, theft, or damage hereto. Attempts will be made to notify the contact listed on the application for any items left after the end of the event. Items left unclaimed for five (5) days after that will be considered abandoned and disposed of without further notice to the organization.
6. Individuals or organizations reserving library spaces are responsible for ensuring that all necessary safety provisions are observed.

7. The library is not liable for damages resulting from food served at events.
8. Copyright restrictions apply to the use of library meeting rooms and equipment and cannot be used to duplicate or show material produced by copyright law. Applicants may be liable for any infringement.
9. Library branches that serve as polling locations are subject to additional restrictions limiting political activities within 100 feet of the polling location on Election Day per Idaho Code 18-2318.

## **DENIALS AND APPEALS**

The library reserves the right to deny or revoke permission to use any meeting room if in the library's opinion:

- The purpose of the meeting or activity is illegal or potentially hazardous;
- The meeting presents health or security risks;
- The conduct of the meeting interferes with the functioning of the library;
- The applicant has not provided satisfactory adult sponsorship and/or supervision;
- The applicant fails to comply with the Library Code of Conduct or Meeting Room Policy.

An applicant aggrieved by an administrative decision about the use of a library meeting room may appeal the decision by writing a letter to the Library Board of Trustees within five (5) working days of the decision. The applicant, or chosen representative, may appear before the board at a regularly scheduled meeting to state a position. The library director or a manager may present an opposing view at the same meeting with the library board deciding the matter.

## **PUBLICITY**

1. The individuals and organizations contracting to use library meeting rooms are responsible for the event's publicity. All news releases, publicity or advertisements relating to any program or meeting held in one of the library's meeting rooms must include a disclaimer that the meeting or event is not sponsored or endorsed by the library. Use of the library's logo on non-sponsored programs is prohibited.
2. 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 an entrance hall or vestibule.

3. The library does not allow the use of the name and address of any library facility as an official address or headquarters by an organization renting library meeting rooms.

## RESERVATIONS

An application is available via the website or upon request by phone, email or in person. The reservation must include the name and contact information of the responsible adult, name of organization, time period desired, number of persons expected, topic or nature of the meeting and requested equipment. An individual must complete an application and certify understanding of the library's rules and regulations in order to reserve a meeting room.

## FEES

The first hour of fees are waived for non-profits (501c3 and 501c6), government agencies, and the West Ada School District. Those using the room and requesting the fee waiver may be required to provide proof of non-profit status.

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<b>Cherry Lane Meeting Rooms</b>	<b>Rate per hour</b>
Large Conference Room	\$25
Small Conference Room	\$15

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<b>unBound Meeting Rooms</b>	<b>Rate per hour</b>
MEET - Formal Meeting Room	\$15, first hour free for anyone
RECORD - Sound Studio	\$15, first hour free for anyone
SHARE - Informal Meeting Space	Free, maximum of four hours per day

Fees are to be paid in advance by check or credit card to Meridian Library District. Receipt of written notice of cancellation at least 24-hours before the scheduled reservation is required for a refund of the fees paid.

An additional deposit may be required for cleaning for events where food or drinks will be served. Some events may require security. The library will determine and provide additional security at the applicant's expense.

Approved by the Meridian Library District Board of Trustees October 9, 2013

Revised February 16, 2022