

Columbia County Rural Library District

MEETING ROOM USE POLICY

Free Public service for non-commercial purposes

Columbia County Rural Library District (CCRLD) provides meeting room space for the community to groups associated with educational, cultural, intellectual, civic, or charitable activities. It is the Board of Trustees and CCRLD policy that meetings must not 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.

It is important to note that permission to use the meeting room does not include other areas or equipment in the library. Groups using library meeting room space must avoid advertising and publicity which imply their programs are sponsored, co-sponsored or approved by the library, unless written permission to do so has been previously given by the Library Director.

Non-profit groups and organizations will not be charged a fee. For-profit groups and organizations that wish to use the meeting room may do so for a fee of one hundred dollars (\$100). The for-profit fee may be waived at the discretion of the Library Director.

Use of the meeting room must be scheduled in advance with library-sponsored programs receiving first preference. Meetings scheduled after library hours must have permission of the Library Director.

The Board delegates to the County Library Director or his/her designee the authority to develop and implement procedures and practices, which carry out the provisions of this policy. Exceptions to this policy may be granted only by the Columbia County Rural Library District Board of Trustees.

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

If permission for use of the meeting room is denied, the applicant may appeal to the County Library Director; if that officer further denies permission and the applicant is dissatisfied with the reasons offered, an appeal may be made to the Board of Trustees.

History

Adopted November 19, 2007

Revised July 9, 2009

Revised March 25, 2010

Revised October 17, 2016

Columbia County Rural Library District
MEETING ROOM USE PROCEDURE
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Use of the Meeting Room:

- Meeting room use is a free public service for non-profit entities.
- Use for commercial purposes will be charged a fee.
- Preference is given to library-sponsored programs.
- Meetings must not 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.
- Permission to use the room include ordinary use of the furniture and fixtures, including chairs, tables, and kitchenette. The District does not provide kitchen equipment.
- Furniture and room set-up are the responsibility of the group using the room.
- Persons or groups must provide their own supplies.
- Refreshments and light catered meals may be served. Meal preparation is not allowed. A deposit may be required of groups serving food and/or beverages.
- Smoking is not allowed in the meeting room or other parts of the library.
- The Library has wireless access available.
- There is a TV, Bluray Player, and Projector and Screen available for use.
- Nothing may be affixed or mounted in any way to the walls except where tackable wall surface or hanging appliances are provided.
- Users are responsible for cleaning up and restoring the room to its original condition before leaving. Food garbage must be removed.
- Failure to follow meeting room policies and procedures may result in loss of room privileges.

Reservations:

- Meeting Room use must be scheduled in advance with library-sponsored programs receiving first preference.
- Meeting Room request may be made by phone, email, or in person. Director or designee will confirm meeting room space. (phone 509-382-4131) (email: kristie@daytonml.org).
- Meeting Room Use Reservation Form must be completed and filed with library staff at least two days prior to the event.
- Requests need to be made per event each week.
- Meetings scheduled after library hours must have permission of director.

Cancellation:

- The applicant making the meeting room request must inform the library staff or Director of the need to cancel a scheduled meeting as quickly as possible.
- Repeated failure to notify may result in loss of room privileges.

Endorsement:

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- Groups using the library meeting room must avoid advertising and publicity, which imply their program is sponsored, co-sponsored or approved by the library, unless written permission to do so has been given by the Library Director.
- To establish the fact that the District is not sponsoring the event, all publicity which uses the name of the library or District must include the statement:
 “Sponsored by (name of the organization reserving the room)”

Exceptions:

- The District reserves the right to limit the use of the rooms if use would result in interference with the proper functioning of the library. This includes, but is not limited to, creating a situation which limits District activities or customers’ access to the library or its services; example is activities which produce excessive noise.

Liability:

- The District assumes no liability for theft or damage to property brought onto library property or for injury which occurs as a result of actions of sponsors or participants in activities. The person(s) reserving the meeting room will be held responsible for any expense the District incurs as a result of a group or individual’s use of the room; examples are responsible for lost keys, special cleaning.

Denial:

- If permission for use of the meeting room is denied, the applicant may appeal to the County Library Director; if that officer further denies permission and the applicant is dissatisfied with the reasons offered, an appeal may be made to the Columbia County Rural Library District Board of Trustees.

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Meeting Room Use Reservation Form
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Please return this application to library staff at least two days prior to your event.

PLEASE PRINT

Name of Organization _____

Main Contact Person _____ Title _____

Work Phone _____ Home Phone _____ Cell Phone _____

Mailing Address _____

2nd Contact Person _____ Title _____

Work Phone _____ Home Phone _____ Cell Phone _____
<http://www.daytonmemoriamlibrary.org/wp-admin/post.php?post=2309&action=edit>

Type of meeting/activity _____

Will you charge fees for attendance? _____ Will you serve food/beverages? _____

First date requested: ___/___/___ Time requested _____ to _____ Expected attendance # _____

Do you expect to use the meeting room: _____ One time _____ Occasionally _____ Regularly

Additional Comments

I have read the District's rules concerning use of a meeting room and agree to comply with them. I understand I am responsible for any damage, neglect, or other expenses incurred while a room is in use during the assigned time period.

Signature _____ Date _____

<i>For Library Use On</i>	
<i>Library Director or designee's approval confirmation</i>	
Date _____	Initials _____