

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: LIBRARY MEETING ROOM USE

APPROVAL DATE: NOVEMBER 14, 1974

REVISION DATE: JANUARY 20, 2015

RELATED POLICIES:

Code of Conduct

Facility Use for Political Purposes

Purpose:

To provide guidelines for the use of library meeting and conference rooms by the public when they are not being used by the District, Friends of the Library groups, or government agencies using the room for government purposes.

General Policy:

Spokane County Library District uses its meeting rooms to offer educational, cultural, civic and community-oriented programs. The District may also co-sponsor programs or exhibits with other agencies, organizations, institutions or individuals, including those that require a fee for attendance for cost recovery purposes.

The District will allow use of meeting and conference rooms by any other group or individual, subject to these restrictions:

1.) All activities must be open to the public and may not be restricted to any particular group. The District may elect to provide notification to the general public about meetings or activities.

2.) To ensure equal access, groups are limited to one (1) reservation per month per library. Reservations may be booked up to sixty (60) days in advance; the Library Supervisor may make an exception to allow more frequent use of the meeting room based upon availability.

While the District does not require a fee for use of its meeting and conference rooms, a cleaning/maintenance fee (minimum \$50.00) will be charged if the room is left in unsatisfactory condition.

Permission to use these facilities will not be denied to any group or individual because of race, religion, color, sex, national origin, marital status, familial status, age, sexual orientation, political affiliation or disability.

Permission to use District meeting rooms does not constitute or imply endorsement or sponsorship by the District, and meeting room users are expected to fully comply with all applicable provisions of law.

The District may keep registration and reservation information on file for operational purposes.

The District does not assume liability for injuries to individuals or damages to personal or District property that occur as a result of actions of the sponsors or participants in activities in its meeting rooms.

The District reserves the right to limit use of the rooms if use would result in interference with



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Administrative Offices
509.893.8200
fax 509.893.8472

Airway Heights Library
509.893.8250

Argonne Library
509.893.8260

Cheney Library
509.893.8280

Deer Park Library
509.893.8300

Fairfield Library
509.893.8320

Medical Lake Library
509.893.8330

Moran Prairie Library
509.893.8340

North Spokane Library
509.893.8350

Otis Orchards Library
509.893.8390

Spokane Valley Library
509.893.8400

proper functioning of the library. This includes, but is not limited to, creating a situation that limits District activities or public access to the library or its services.

The Executive Director is responsible for establishing administrative procedures necessary to carry out this policy and will respond to appeals of District staff action and/or decision in the application of this policy and any related procedures. Any appeal of Executive Director' action and/or decision may be made in writing to the Board of Trustees.

The District will make a good faith effort to implement this policy in a fair and consistent manner.



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