

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: LIBRARY MEETING ROOM USE

APPROVAL DATE: NOVEMBER 14, 1974

REVISION DATE: JANUARY 15, 2019

RELATED POLICIES:

Access to Library Services

Code of Conduct

Facility Use for Political Purposes

Purpose:

To provide guidelines for the use of library meeting and conference rooms by the public.

General Policy:

Spokane County Library District uses its meeting rooms to offer educational, cultural, civic and community-oriented programs, primarily through District sponsored activities.

The District will allow use of meeting and conference rooms by the public when they are not being used by the District, 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 \$100.00) will be charged if the room is left in unsatisfactory condition.

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 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 may provide preferential scheduling for Friends of the Library groups or for government agencies using the room for government purposes.

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



www.scl.d.org

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 will establish administrative procedures necessary to implement this policy. Any appeal of an administrative action under this policy will first be made in writing to the Executive Director and then to the Board of Trustees.

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



www.scl.d.org
Administrative Offices
509.893.8200
fax 509.893.8472

Airway Heights Library
509.893.8250

Cheney Library
509.893.8280

Fairfield Library
509.893.8320

Moran Prairie Library
509.893.8340

Otis Orchards Library
509.893.8390

Argonne Library
509.893.8260

Deer Park Library
509.893.8300

Medical Lake Library
509.893.8330

North Spokane Library
509.893.8350

Spokane Valley Library
509.893.8400