



## CITY OF LIBERTY LAKE

### LIBRARY MEETING ROOM RULES & APPLICATION

The primary and priority use of the Liberty Lake Municipal Library Meeting Room is for conducting official business of the Library and City of Liberty Lake. All meetings held must be open to the public and may not be for the sole purpose of retail of products or services.

#### 1. PURPOSE

The Liberty Lake Municipal Library will make the Meeting Room available for use by community and civic groups. In order to be consistent in granting use of the Meeting Room, the Library has identified user groups and established administrative rules listed in this document.

#### 2. PRIORITY OF USE

##### a. First Priority

1. Library or City-sponsored or co-sponsored activities/and or meetings shall have priority of use for rooms at all times.

##### b. Second Priority

1. Liberty Lake 501(c) 3 non-profit organizations, Liberty Lake homeowner associations, educational, or community service organizations (documentation may be required).
2. Activities sponsored by other governmental agencies; such as county, state, or federal agencies or officials.

##### c. All other users

#### 3. ROOM RESERVATIONS

The LLML Meeting Room is only available during Library business hours (Monday, Tuesday and Friday, 10:00 a.m. to 5:30 p.m., Wednesday & Thursday 12:00 a.m. to 7:30 p. m., Saturday 10.00 a.m. to 4:00p.m.) or as arranged with the Library Director. The LLML Community Room can accommodate up to 50 people. To reserve the LLML Meeting Room, a reservation form, which follows, must be completed, signed, and returned no later than one (1) week prior to the scheduled event. If two (2) reservations are received at the same time, for the same date, the priority ranking

will prevail. No first time reservations will be made or accepted by telephone or fax. Applicants must be at least 21 years of age. Proof of age will be required.

Second Priority and All Other users may schedule use of a room up to three (3) months in advance unless prior approval has been obtained from the Library Director. All groups scheduling a meeting must designate a responsible party who can be contacted for discussion of scheduling conflicts, violations of policy or other relevant issues.

#### **4. FEES FOR USE OF ROOMS**

There shall be no fees associated with the use of the Meeting Room. However, all users shall be subject to charges for repair of damages or cleaning necessitated by their occupancy.

#### **5. ADMINISTRATIVE RULES**

- a. Use/possession of alcoholic beverages and/or narcotics is prohibited. Alcoholic beverages may be served if a banquet permit has been obtained.
- b. Smoking is prohibited in and within twenty-five feet of the Library.
- c. Persons who are loud, disorderly and/or abusive to other users of the facility or the facility itself will be asked to leave.
- d. Users are responsible for bringing their own linen, coffee pots, dishes, utensils, and other equipment.
- e. Users are responsible for their own setup and cleanup, which includes wiping down and returning tables and chairs to their pre-event location, cleaning spills, and removing trash. Reasonable cleaning supplies and trash receptacles will be provided. All setup and cleanup must be completed within the time designated of the room.
- f. No tape, tacks, or other means of affixing paper or objects to the walls is allowed without prior permission from the Director.
- g. All children must be accompanied by an adult.
- h. Animals and pets are not allowed (exceptions: service animals, or when scheduled for recreation/activity programs)
- i. Users of the LLML Meeting Room are financially responsible for any damages to the facilities and equipment.

#### **6. OTHER PROVISIONS**

- a. If you cancel your event, please notify the Library as soon as possible so the room can be made available for another group.
- b. The LLML Board of Trustees reserves the sole right to deny requests for room use due to maintenance or security concerns, inappropriate use of Library facilities, or other

reasons as appropriate. The LLML Board of Trustees reserves the right to cancel pre-scheduled meetings at any time, if use of the room becomes necessary to conduct City or Library business. For additional information about this policy, please contact the Director of Library Services at 232-2510.

- c. Disclaimer: Permission to use the LLML Community Room does not constitute support for or endorsement of any sort concerning the user or any affiliated group.
- d. Recurring meetings will be required to renew their applications annually.

**7. RESPONSIBILITY FOR DAMAGES / REVOCATION OF PRIVILEGES**

Responsibility for the cost of replacing damaged equipment or repair of damages to the facility will be borne by the individual or party using the Meeting Room when the damage occurred.

Failure to follow the provisions of this policy may result in the revocation of future building use privileges. The Library reserves the right to suspend or revoke such privileges, depending upon the circumstances.

Name of Applicant \_\_\_\_\_

Name of Group \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Meeting Room request date(s): \_\_\_\_\_

Meeting Room request time \_\_\_\_\_

Purpose of meeting: \_\_\_\_\_

Number of participants expected: \_\_\_\_\_

Equipment needed: tables\_\_\_\_ chairs\_\_\_\_ projector laptop screen

Other (describe) \_\_\_\_\_

Condition of room & equipment in order prior to use \_\_\_\_\_ / \_\_\_\_\_  
(patron) (staff)

Condition of room & equipment after use \_\_\_\_\_ / \_\_\_\_\_  
(patron) (staff)