Library Meeting Room Use Policy
Approved March 2026

Purpose: The Liberty Lake Library provides two meeting rooms to the community as a public service and shared community resource: one large meeting room with a maximum capacity of 39 people and one small study room with a maximum capacity of 10 people. These spaces are hereafter referred to as "meeting rooms".

Groups using the meeting rooms) must not use advertising and publicity which implies that 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. Use of these meeting rooms does not constitute an endorsement by the City of a program or point of view expressed.

The meeting rooms are available without charge.

Criteria for Use:

- All meetings must be free of charge
- The meeting rooms are available for non-profit and community serving organizations, with priority given to those from Liberty Lake.

Permission to use meeting rooms will be denied to any organization and / or meeting:

- Whose purpose is illegal.
- Who charge a few to attend the meeting, workshop or training. This includes tuition or registration fees.
- Whose primary purpose is social. Examples include birthday, office & retirement parties, weddings and receptions.
- Who engage in commercial activities (buying or selling) or the direct promotion of commercial services as part of the meeting for monetary gain.
- Informational meetings representing the product or services of a company.
- Whose activity does not have the sponsorship of a legally responsible adult.
- State law prohibits the use of public facilities for the purpose of assisting the campaign for election of any person to any office; or for the promotion or opposition of any ballot issue.

Reservations:

- Requests to use the meeting rooms can be made on the website using our room reservation software, in person or by phone at 509-232-2510. Note that the library reserves the right to cancel meetings due to unforeseen conflicts.
- The study room is available for walk-ins if there are no previous reservations.

Large Meeting Room Facilities & Equipment:

- The large meeting room can accommodate up to 39 people.
- Equipment includes
    - Tables
    - Chairs

    - Media Projector
    - DVD/VHS player
    - Audio System
    - White board
    - Refrigerator
    - A laptop computer can be provided for use with prior arrangement
- The library does not provide storage for any purpose to any group.
- Users are responsible for bringing their own supplies. Light refreshments may be served, but meal preparation is not allowed.
- Furniture and room setup are the responsibility of the group using the room.
- Users are responsible for cleaning up and restoring the room to its original condition before leaving. Food and garbage must be removed unless other arrangements are approved prior to use of the room.

- **Study Room Facilities and Equipment:**
- The study room can accommodate up to 10 people.
- Equipment includes
    - Table
    - Chairs
    - Television with HDMI cord
    - Laptop stand
    - Whiteboard
    - A laptop computer can be provided for use with prior arrangement.
- The study room is available for the following
    - Individual study sessions
    - Group study session of up to 8 individuals
    - Small meetings of up to 10 individuals
    - Online interviews or telehealth.
    - If there are no outstanding reservations, the room is available for walk-in use
    - No food is permitted in the study room.
    - Users are responsible for cleaning up and restoring the room to its original condition before leaving.

Users must arrive within 15 minutes of the reservation or the reservation may be forfeit.

The library 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.

Failure to follow library and city policies and ordinances may result in loss of room privileges. While the library does not require a fee for use of its meeting rooms, a cleaning/maintenance fee may be charged if the room is left in unsatisfactory condition.

Cancellations: If a scheduled meeting is not to be held, the applicant must inform the Library as soon as possible in advance of the meeting. Failure to cancel, resulting in a no-show, on two consecutive occasions without advance notification may result in the loss of meeting room privileges.