

Library Meeting Room Use Policy

Approved November 2022, February 2023

Purpose

The purpose of the Meeting Room Use Policy is to ensure that the Liberty Lake Municipal Library provides access to its public meeting room(s) in an equitable manner for community use.

Implementation

The Liberty Lake Municipal Library meeting room(s) are available for community use. All meetings held in the room must be free.

Meeting room use will be prioritized in the following order:

- 1) Library and City-sponsored activities
- 2) Library Board of Trustees and Friends of the Liberty Lake Library activities
- 3) Liberty Lake community-serving organizations (i.e. homeowners associations, organizations presenting a community workshop)

Study room is available to reserve for the following:

- Individual study sessions
- Group study session of up to 8 individuals
- Small meetings up to 10 individuals
- Online interviews
- If there are no reservations, the room is available for use without a reservation

Reserving the Meeting Room

Submit an online application or contact the library by phone, 509-232-2510, or in person to request the room. Note that the library reserves the right to cancel your meeting due to unforeseen conflicts. Reservations are required to use the meeting room. The study room is available for walk ins if it has not been reserved.

Meeting Room Accommodations

The meeting room is available during open hours and after-hours with prior approval. The meeting room can accommodate up to 39 people and is equipped with tables, chairs, media projector, DVD/VHS player, audio system including CD player and PA, Wi-Fi access, white board, microwave, refrigerator, and sink. A laptop computer can be provided for use with prior arrangement.

The study room is available during open hours. The study room can accommodate up to 10 people and is equipped with table, chairs, television with HDMI cord, laptop stand, Wi-Fi access, and whiteboard. A laptop computer can be provided for use with prior arrangement.

Use of the Meeting Room

Reservations do not indicate a city-sponsored event.

Meeting Room users must arrive within 15 minutes of their scheduled reservation. After 15 minutes their reservation will be forfeit and the room may be used first come first serve.

Meeting room users must adhere to any posted room capacities and follow all library and city policies and ordinances. Permission to use the rooms includes ordinary use of the furniture and fixtures, including tables and chairs.

Meeting room users cannot store personal items and equipment in the room. 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.

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 room, a cleaning/maintenance fee may be charged if the room is left in unsatisfactory condition.