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## Meeting Room Policy

### Mission

The mission of the Central Skagit Library District (CSLD) is to bring people, information, and ideas together to enrich, empower, and engage our community. In keeping with this mission, we follow best practices and standard procedures to provide safe, welcoming meeting spaces for library programs and other eligible uses.

### Scope

This policy applies to all meeting rooms managed by CSLD and all staff, individuals and groups who use them. As part of its service to the community, the CSLD provides meeting rooms for use by community groups and organizations. This policy ensures that CSLD meeting rooms are available for gatherings, the primary purpose or nature of which is informational, civic, cultural, educational and/or of community-interest. Meeting room use will not be denied to any person or organization because of race, creed, color, religion, political ideology, national origin, ancestry, marital status, parental status, gender identity, sexual orientation, or the presence of any sensory, mental or physical disability.

### Definitions

**Commercial Use:** Meeting room use by individuals or organizations that receive a commercial benefit, but excluding Library Use. This includes advertising or selling products or services, solicitation of donations, fundraising activities, charging admission fees, offering money-making activities, holding sales, training or staff meetings for a for-profit organization, or promoting a commercial business.

**Library Use:** Meeting room use by CSLD or the CSLD Friends of the Library. Library Use includes library programs and activities open to the public, public programs co-sponsored with other organizations, and staff meetings, training sessions and other invitation-only uses that may not be open to the public. Library Use may also include charging admission fees, fundraising activities of CSLD or the CSLD Friends of the Library, and the sales of books and other resources at events sponsored by CSLD or the CSLD Friends of the Library.

**Non-Commercial Use:** Uses by not-for-profit groups receiving no commercial benefit by using a library meeting room, including non-profit and governmental organizations. Meetings or programs must not require payment to enter, but solicitation of dues is permissible as part of the regular business of a non-profit organization.

**Private Events:** Groups or individuals gathering for private or personal purposes, such as birthday parties, weddings, memorial services, baby showers and similar events.

**Sales:** Any wholesale, retail, service or similar activity that could result in the exchange of money or offer monetary gain to the person(s) distributing the product or service.

**Solicitation:** The act of requesting money, credit, goods or merchandise for any purposes.

## **Policy**

### **1. CSLD follows best practices and standard procedures to provide safe, welcoming meeting rooms for Library Uses and other uses.**

- Failure to comply with the conditions of use and the Patron Code of Conduct will result in withdrawal of room reservation privileges.
- The CSLD Board of Trustees delegates to the Library Director or his/her designee the authority to develop and implement procedures and practices that carry out the provisions of this policy. If permission for the use of the meeting room is denied, the applicant may appeal to the Head of Public Services. If that appeal is denied and the applicant is dissatisfied with the reasons offered, the applicant may appeal to the Library Director.
- Library Director or designee identifies uses for all library meeting rooms and gathering spaces.
- Any requests for use of library spaces are considered according to equitable procedures, regardless of the beliefs, affiliations or viewpoints of the groups or individuals requesting their use.

### **2. CSLD offers meeting rooms for use by community groups free of charge for Non-Commercial Uses.**

- As an extension of its mission, CSLD offers use of designated meeting rooms for non-commercial informational, educational, cultural, community or civic meetings and programs.
- Meeting rooms are not available for Commercial Uses.
- No products or services may be advertised, solicited or sold, with the exception of books and other resources sold at events sponsored by CSLD or the CSLD Friends of the Library.
- Fees to cover the cost of study materials used in classes, workshops, conferences and similar events may be collected by non-profit and governmental organizations; however, the purchase of study materials may not be a requirement for attendance and/or registration. Permission must be obtained in advance through the Library Director.
- Meeting rooms are not available for Private Events.
- All meetings, other than Library Uses, must be open to the public at no charge and may not be restricted to any particular group.

- Completed registration is required for all meeting room uses, including a signed agreement that the user will abide by all applicable CSLD policies, and state law.

### **3. CSLD does not endorse the activities or viewpoints of those using its meeting rooms.**

- Publicity for any events, other than Library Uses, held in library spaces shall clearly state the organization responsible for the event and shall note that CSLD does not endorse the activities or viewpoints of the user.
- Any publicity of a meeting or event being held in a library meeting room must identify the sponsoring organization and must include the **Disclaimer Statement**. See below.

### **4. CSLD Board reviews this policy.**

- This policy is periodically reviewed, revised, or reaffirmed by the CSLD Board of Trustees.

### **5. Conditions for Use**

- Users must follow CSLD's Patron Code of Conduct and abide by the guidelines set forth in this document.
- Each use is limited to no more than four hours, including set up and clean up. Longer use must be authorized by the Library Director.
- For large groups using the meeting room during library hours, please use street parking and parking on the west end of the parking lot.
- Meeting room and commons area should be checked (including bathrooms) to ensure they are empty before leaving after hours meetings.
- Users must exit the building by 10:00pm. Alarm code must be set before exiting and doors should be checked to confirm they locked upon exit.
- CSLD will not provide storage of materials for any group.
- Groups are responsible for the care of the meeting room and will be held responsible for any damage incurred.
- Users are responsible for room set-up and take-down within the time of their reservation. CSLD staff are not available to assist with set-up and take-down.
- Rooms must be cleaned up and returned to their original configuration at the end of the reservation.
- Users are responsible for operating electronic equipment provided in the meeting room and ensuring their devices are compatible with library equipment. CSLD staff are not available to set up, troubleshoot, provide or operate library or user equipment. Instructions for equipment use are available.
- Users shall arrange for and provide for their own special equipment needs and supplies.

- Food and beverages are permitted in meeting rooms, but users must supply their own equipment for preparing it (including coffee makers). CSLD staff are not available to provide supplies or special equipment.
- CSLD staff may enter any meeting room at any time during meeting room use.
- Users are responsible for ensuring that attendance at its meeting does not exceed the maximum occupancy for the meeting room.
- Alcoholic beverages are prohibited except at CSLD-sponsored adult programming or at special events hosted by CSLD, the CSLD Friends of the Library or library-related organizations (e.g. professional library associations). See “Statement on Alcohol” below.
- Use of cannabis products, smoking, vaping, candles and open flames are prohibited.
- Meeting room use must not disrupt library use by patrons or interfere with staff operations.
- Users may not post signs or other materials in the library without prior approval from the Library Director or designee.
- Users are responsible for communicating event details to their presenters and attendees. CSLD staff are not available to provide meeting room or event support, publicity or coordination.

Any violations of these conditions for use will result in loss of meeting room use privileges.

### **Availability, reservations and registration**

- CSLD and the CSLD Friends of the Library have priority for meeting room use in library facilities. CSLD may cancel meeting room reservations to use the meeting room for a Library Use with reasonable notice to the reserving party. Severe weather, emergency closures or other unforeseen conflicts may require cancellation of room reservations with little notice.
- Meeting rooms for public use are available during regular library open hours and for after-hours use with pre-authorization, which includes responsibility for key pick-up/drop-off and contact for security system.
- CSLD reserves the right to limit excessive meeting room use if conflicts arise with other groups in order to make access to the meeting rooms fair and equitable. CSLD may limit meeting room use for particular organizations if abuse or non-compliance is detected, or if organizations are using rooms with such frequency that equitable use is in question.
- Reservations for meeting room use are on a first-come, first-served basis. Reservations must be requested at least three business days in advance of requested date of use. Weekends, library holidays and days of scheduled or emergency library closures are not considered business days for purposes of library meeting room reservations and use.

- Users are required to register and agree to CSLD's Meeting Room Policy and Patron Code of Conduct prior to approval of request and use of meeting room.
- When applicable, users are required to agree to Public Health Guidelines for Use of Meeting Rooms.
- Reservations are not final until notice is provided by CSLD that a reservation request has been confirmed.
- Prior use of meeting rooms does not entitle or guarantee future use.
- The person who registers must be age 18 or older. At least one adult age 18 or older must be present at all times during group's use of the meeting rooms.
- Individuals or groups providing false or misleading information to reserve meeting rooms will be considered in violation of the Meeting Room Policy.
- Out of courtesy to the library and other users, users who find they must cancel a reservation should notify the library as soon as possible.

### **Disclaimer Statement**

Please include the following disclaimer statement on any publicity for events that will be held at the Sedro-Woolley Library: *The use of the Central Skagit Library District facilities or meeting rooms by any group or organization in no way constitutes endorsement of the policies or beliefs of that organization by the District.*

### **Statement on Alcohol**

Alcoholic beverages may not be served or consumed on library property except at CSLD-sponsored adult programming or at special events hosted by CSLD, the CSLD Friends of the Library or library-related organizations (e.g. professional library associations). These groups must obtain written permission to serve alcoholic beverages in advance from the Library Director. Once permission is obtained, user must obtain a permit to serve alcohol as required by law.

# Damage, Indemnification, and Applicant-Hold-Harmless Agreement form

The undersigned agrees to assume responsibility for the preservation of order at the Sedro-Woolley Library and liability for any damage thereto and for the observance of all policies, rules and regulations of the Central Skagit Rural Partial County Library District and further release the Central Skagit Rural Partial County Library District and its respective officials, employees, and agents from any liability of any kind whatsoever arising out of participation, organization and/or sponsoring the use of the Sedro-Woolley Library Meeting Rooms. The undersigned further agrees to indemnify and hold harmless all of the aforementioned parties from and against any and all actions, causes of action, losses, damages, liabilities, and claims, and all fees, costs and expenses of any kind related thereto (including without limitations, reasonable attorney's fees), arising out of or resulting from claims based upon or related to participation, organization and/or sponsorship of use of the Sedro-Woolley Library Meeting Room.

The undersigned is at least 18 years of age and intends to be bound by this agreement.

**I HAVE RECEIVED AND READ THE CENTRAL SKAGIT RURAL PARTIAL COUNTY LIBRARY DISTRICT'S MEETING ROOM POLICY AND PATRON CODE OF CONDUCT. I UNDERSTAND THAT I AM PERSONALLY RESPONSIBLE FOR MY GROUP'S ADHERENCE TO SAME.**

NAME \_\_\_\_\_

PHONE (day) \_\_\_\_\_

PHONE (evening) \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Group I represent \_\_\_\_\_