



Meeting Room Policy

Board Approval Date: May 18, 2023

We are pleased to offer meeting rooms for non-commercial, non-profit meetings for public use during open hours. Meeting rooms are free to use. Optional technology tools/equipment may be available at some libraries.

Please leave the rooms, including furniture set, as found. Refreshments (no alcohol) are fine as long as everything is cleaned up and taken from the room when done. If a room or its furnishings are damaged or soiled during a meeting, the responsible party will be billed for the cleaning or replacement costs. The responsible party is defined as any person 18 or older.

To reserve a room, visit our [website to submit a request form](#). Rooms are reserved on a first come, first served basis and require a minimum of 72 hours' notice. If requiring the use of optional technology tools/equipment, include the request in the reservation. Someone 18 or older must be responsible for the room and conduct of participants. Groups can have up to three active reservations in a ninety-day period.

For programs sponsored by the library, permission may be granted to sell goods with a percentage donated to benefit the Community Library Network.

Listed below are the capacities of each meeting room, with chairs and without tables.

Library	Capacity
Athol	17
Hayden, Meeting room 1	49
Pinehurst	28
Post Falls, Meeting Room 1	40
Post Falls, Meeting Room 2	40
Rathdrum	29
Spirit Lake	23

Full Policy

1. The library has priority for meeting room space. Groups can have up to three active reservations in a ninety-day period.
2. The online reservation form must be submitted by the responsible party and is subject to approval by library staff. The responsible party signing the form is accountable for the conduct of the group and must be eighteen (18) or older.
3. All meetings held in the library must be free of charge and open to the public. Private parties such as weddings, wedding showers, birthday parties, etc., are not allowed. Meeting rooms may be closed to the public for library business or library sponsored activities.
4. Meeting rooms are a neutral forum. The library does not endorse or support the activity or viewpoints of groups using the room. All publicity must clearly state the name of the sponsoring group and not imply that the library is a sponsor. News releases, publicity or printed or electronic advertisements or announcements must not imply the library has endorsed the group, unless the library has agreed to co-sponsorship.
5. The group or organization holding the meeting or event assumes full responsibility for any damage to the library facilities or equipment it uses. No charge or cleaning deposit will be required for the use of the meeting room. However, if damage or soiling occurs to the room or furnishings, the responsible party will be billed the cost of cleaning and/or damages. Failure to clean up the meeting room will result in the loss of meeting room privileges.
6. The library will not accept reservations for a series of meetings that would designate the library as a regular meeting place. No organization may designate any library as its headquarters or a regular meeting place, unless affiliated with the library.
7. Community Library Network assumes no responsibility for any non-library property placed in the facility in connection with a meeting and is expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained by reason of the meeting, program or event. Each organization agrees that it will save and hold harmless and indemnify Community Library Network from and against any and all liability which may be imposed upon them for injury to persons or property caused by the organization or any person in connection with the use of the meeting room.
8. Any program, meeting or event held at the library must not unduly disrupt the use of the library by others. All displays and brochures for the meeting or event will be contained within the meeting room(s) reserved for that event or meeting. Only designated surfaces in the meeting room may be used to attach any fliers, signs, posters, or other materials. Under no circumstance will any materials be attached in any manner to painted walls, windows or ceiling tiles.
9. For programs sponsored by the library, permission to sell goods may be permitted so long as a portion of the proceeds are donated to benefit the Community Library Network. Sponsorship includes joint program publicity and library staff in attendance. Refreshments may or may not be provided by the library.
10. The meeting rooms are available during open hours. Groups must vacate meeting room(s) ten (10) minutes prior to closing unless other arrangements have been made.

11. Each group may be responsible for set-up and cleanup after each use without staff assistance.
12. Refreshments may be served, but not alcoholic beverages. Groups must bring their own serving items and clean up after refreshments are served. Storage room is not provided. The rooms must be cleared of all items (equipment, boxes, brochures, etc.) at the end of the meeting.
13. The number of people attending any meeting must not exceed the posted limit as set by the Fire Marshal.
14. Community Library Network reserves the right to revoke permission to use any of the meeting rooms. Repeated failure to notify library staff of a cancellation or not following this policy may result in the loss of meeting room privileges.
15. Adults must remain with children, under the age of nine, while attending meeting room programs. Exceptions may be made for children attending programs conducted by library staff. Meetings of groups under the age of eighteen must be supervised at all times by an adult.
16. This statement of policy is subject to amendment at any time by the Board of Trustees of the Community Library Network.
17. All individuals must follow the Rules of Conduct: [Rules of Conduct Policy approved 5.17.21 \(communitylibrary.net\)](#)