

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES POLICY

trl.	TITLE: MEETING ROOM USE	POLICY NUMBER: 3M47
		SUPERCEDES POLICY NUMBER: Board Resolution 97-03
EFFECTIVE DATE: 6/23/06	REVIEW DATE:	ORIGINATED BY:
		AUTHORIZED BY:

1. Purpose: To provide direction on the use of Timberland Regional Library (TRL) meeting rooms.
2. Scope: This policy applies to those TRL facilities with public meeting rooms.
3. Definitions: None
4. Policy:
 - a. The public library is a recognized place for groups to meet together and discuss topics of mutual interest. Therefore, TRL meeting rooms will be available to as many people and groups as possible. TRL's Library Director will establish procedures for making meeting rooms available according to the following priorities.
 1. Library staff and programs; groups and organizations affiliated with the library.
 2. Other city departments agencies or commissions (in the case of city-owned buildings).
 3. Educational institutions, literacy and ESL programs or home school functions
 4. Meetings and programs open to the general public.
 5. Meetings of private groups, not open to the public.
 - b. When meeting rooms are not being used by the library or library-related organizations, the space will be available to the public without charge on equal terms, regardless of the beliefs or affiliations of individuals or groups requesting their use. The terms for use of the meeting rooms are as follows:
 1. No outside group or organization using a library meeting room shall charge an admission fee or sell any material or service for private profit or gain except as permitted in the administrative guidelines. Groups and organizations may, however, conduct such customary activities as collecting dues from members or coffee money. Groups and organizations that are organized to support programs and activities of the library may use library facilities for fundraising activities which further that support.

2. The library does not assume liability for injuries, loss or damage to personal property which occur as a result of the actions or speech of the sponsors or participants in meetings scheduled in library facilities.
 3. Allowing a group to use a meeting room for public use does not constitute library endorsement of the beliefs or ideas expressed by organizations or individuals using the space.
 4. Events or meetings not sponsored by the library or library-related organizations will not be publicized in a manner which suggests library sponsorship or affiliation.
 5. Smoking, alcoholic beverages, illegal drugs and other controlled substances are prohibited.
 6. Users assume responsibility for returning the meeting room to its original condition and for any damage to library property resulting from their use of library facilities. The library may assess charges for damages or cleaning. Unlawful activity will not be permitted in the meeting rooms or on library premises.
- c. The meeting room will not be available at times when attendees would have unsupervised access to the library proper.
 - d.. The library retains the right to deny the space to any user whose planned use of the space does not comply with the above terms.
 - e. Potential users must make application through the local library and adhere to this policy, as well as local facility rules. After library closing, usage must be supervised by an adult.
5. Citations: None
 6. By the enactment of this policy the Board of Trustees of the Timberland Regional Library District is concurrently rescinding any prior policy or procedure within the library district that is either in conflict with or expansive of the matters addressed in this policy.

Approved by the Board of Trustees.

President, Board of Trustees

Date