



MEETING ROOM POLICY

TITLE: Meeting Room Policy

POLICY NUMBER: 029

EFFECTIVE DATE: April 1, 2018

REVIEW DATE: April 1, 2020

SUPERSEDES POLICY NUMBER(S): Board Resolution 97-03; 3M47

AUTHORIZED BY: Library Director

1. Purpose: To establish priorities and restrictions for the use of Timberland Regional Library (TRL) meeting rooms.
2. Scope: This policy applies to TRL facilities with public meeting rooms.
3. Definitions: None
4. Background: None
5. Policy:
 - a. TRL meeting rooms are available free of charge as a public service for use by designated individuals, organizations or community groups when those meeting rooms are not in use for TRL affiliated or sponsored activities.
 - b. The primary purpose or nature of designated gatherings must be civic, cultural, educational or of community interest.
 - c. Meeting room use is not denied to any person or organization because of race, creed, color, religion, national origin, sex, sexual orientation or marital status.
 - d. Designated library staff members have the authority to approve, renew or deny requests for use of meeting rooms.
 - e. Meetings and events must be without charge and open to the public. No products or services may be advertised, solicited or sold in library meeting spaces or on library property. In keeping with the mission of TRL, information may be distributed at no

charge. The sale of works by presenters such as books, music or artwork will be allowed *with prior approval*. Collection of dues is permissible as part of the regular business of a non-profit organization.

- f. Permission will be denied to any individual, group or organization meeting
 - i. Whose purpose is illegal
 - ii. Who charge a fee to attend the meeting or training
 - iii. Who engage in activities as part of the meeting for commercial or monetary gain
 - iv. Whose activity does not have adult supervision
 - v. Whose conduct would interfere with the proper functioning of the library
 - vi. Who fail to notify the library of cancellations of 2 or more meetings
 - vii. Who fail to follow TRL policies and procedures
 - viii. Who use the meeting room for social events (e.g. parties, receptions, etc.)
 - . TRL reserves the right to cancel the intended use of a meeting room when unforeseen circumstances such as power outages, weather conditions, or conflicts with library affiliated or sponsored events occur.
 - a. TRL retains the right to deny the space to any user whose use of the space does not comply with the above terms.
 - b. Potential users must make application through the local library and adhere to this policy, published meeting room procedures, and local facility rules.
6. Citation(s): None
 7. Related References: Meeting Room Use Procedure; Meeting Room Application
 8. By the enactment of this policy the Board of Trustees of the Timberland Regional Library concurrently rescinds any prior policy within TRL that is either in conflict with or expansive of the matters addressed in this policy.

Approved by the Board of Trustees February 28, 2018

Brian Zylstra, President