



SPOKANE PUBLIC LIBRARY

DOCUMENT #30.3.A

EFFECTIVE DATE: November 15, 2006

SUBJECT: ADMINISTRATION OF POLICY ON MEETING ROOM USE

1. ADMINISTRATION

- 1.1 A Meeting Room Application Form must be completed and returned to the Library. Meeting Room Application Forms should be confirmed annually. All Meeting Room applicants will receive a copy of the Spokane Public Library Patron Rules of Conduct and of the meeting room policy as part of the application process.
- 1.2 Meetings must be scheduled during normal Library open hours. To avoid conflicts, groups should verify meeting room reservations two weeks prior to the meeting date. Notifications of cancellations are required at least 48 hours in advance of the meeting or event. Meetings may be scheduled as little as two days in advance of the meeting but no more than four months in advance. Branch Managers or a designee may use their discretion to allow the use of the meeting room without a reservation.
- 1.3 Children under the age of eight accompanying an adult to a meeting must remain with the adult at all times. Meetings or groups whose members are under the age of 18 must be supervised and attended by a legally responsible adult named on the Meeting Room Application Form.
- 1.4 Meetings must be scheduled to end and all furniture returned to the standard arrangement 15 minutes prior to the Library's scheduled closing time unless permission to extend the meeting beyond normal library hours has been obtained in advance. In instances when meetings are permitted to extend beyond the Library's scheduled closing time, the sponsoring group will be required to pay a fee to offset the cost of additional staffing time.
- 1.5 A service charge of not less than \$35.00 per hour will be assessed if the room is not returned to original condition (a diagram of the setup will be provided). For a custom setup there will be a service charge payable to Spokane Public Library in advance of the meeting or event, of not less than \$35.00. Should extensive setup work be required, the service charge will be calculated at \$35.00 per hour to offset labor costs incurred by the Library.
- 1.6 Light refreshments are allowed in meeting rooms only. When refreshments are provided, the group is wholly responsible for providing all supplies, such as coffee, tea, sugar, cups, or napkins. The Library will provide a coffee pot and teapot.



- 1.7 Reasonable care of the room will include the removal of any food or beverage items, signs or posters, and handouts, as well as the disposal of any disposable items, such as paper plates, napkins, cups, and plastic utensils.