

Meeting and Study Room Policy

MEETING ROOMS

The Puyallup Library is a public institution whose meeting and study room facilities are available as a free service to the public on a first come, first serve basis. The intent of this policy is to make the Library's meeting room space available on as equitable a basis as possible. In making meeting rooms and study rooms available, the Library Board has set the following criteria for priority of use in the event of conflicting events.

- First priority is given to Library sponsored or co-sponsored programs.
- Second priority is given to community cultural, educational, charitable or civic groups who operate under a Non-Profit status, or community groups including religious, political, governmental or neighborhood based.
- Third priority is given to study groups, hobby clubs, or small free classes (such as exercise, crafts, chess clubs, etc).

Rooms will be booked only to adults. Youth groups may use the rooms if a responsible adult is present at all times.

Groups using library meeting rooms must not use advertising and publicity which imply that their programs are sponsored, co-sponsored or approved by the library, unless permission to do so has been previously given by the City Librarian. The library does not advocate or endorse the viewpoints of meetings or meeting room users.

Reservations may be accepted for up to six months in advance. The City Librarian shall have the authority to approve or reject requests for use of the meeting rooms. In general, bookings shall be limited to one per month per group.

No admission charge may be made nor a collection taken except for Library sponsored activities. Dues may be collected but they shall not be a requirement for attendance at any meeting held at the Library. No articles may be sold, not even for the benefit of charitable or educational activities, with the exception of Library of Friends of the Library sponsored events.

Fees for educational activities such as study groups or classes sponsored by recognized educational institutions may be assessed. When there is such a fee, a charge will be made by the Library for the use of the room each time the class meets. The current charge is \$25 per meeting room use.

Groups may bring in light refreshments. The south meeting room has a small kitchen with sink, microwave, refrigerator, and coffee makers. The coffee makers may also be used in the north meeting room and the boardroom. They should be reserved in advance to insure availability.

The Library reserves the right to cancel use of the meeting rooms. As much notice as is reasonably possible will be given. Permission to use the meeting rooms may be denied if any of the procedures listed in this policy or the meeting room information package are not observed.

Meeting Room Rules

- ◆ A meeting room application form needs to be completed and signed by the person responsible for the use of the room. A library card is not needed to use the room.
- ◆ Reservations for meeting room space are on a first-come, first-serve basis. Library sponsored programs will have preference and can bump an existing reservation.
- ◆ Reservations may be accepted for up to six months in advance. The City Librarian shall have the authority to approve or reject requests for use of the meeting rooms. In general, bookings shall be limited to one per month per group. No group may consider the library its permanent meeting place or use the library as its mailing address.
- ◆ A representative of the group shall sign in at the Library Card Services desk when they arrive for their meeting and notify staff when they are finished in the room.
- ◆ The applicant is responsible for discipline and reasonable care of the room. All groups are responsible for the removal and disposal of any garbage/trash generated by their meeting. Groups are required to clean the room before they leave and return the furniture to the configuration posted in the meeting room information package.
- ◆ Attendance must not exceed the posted capacity of the meeting room.
- ◆ The library will not provide storage for any group. Exceptions may be made for library-sponsored groups on approval of the City Librarian or designee.
- ◆ Nothing may be attached to walls, ceilings or doors in the meeting rooms. Signs, posters or displays promoting the meeting may not be placed anywhere in the library without the permission of the Librarian or designee.
- ◆ A \$75 deposit (check only) is required for use of meeting room AV equipment.
- ◆ A library staff member must be notified if a meeting must be canceled.
- ◆ The Library's media equipment can be complicated to use. Notify staff within 48 hours prior to meeting if training is needed. Some equipment may require checkout on a Puyallup Library card.

STUDY ROOMS

The library's study rooms may be scheduled up to three hours per day by any individual or group with the possibility of an extension if no other patrons are waiting to use the study rooms. A name and phone number are required for using the study rooms.

Adopted June 21, 2005

Revised October 18, 2006

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