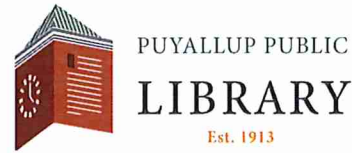


Updated: September 2023  
Review by: September 2028



## Meeting Room and Study Room Use Policy

### 1.) Purpose:

The Puyallup Public Library is a publicly funded institution offering meeting and study room space for use by the public. The intent of this policy is to make the library's meeting room space available as equitably as possible and to outline the conditions of use.

### 2.) Scope:

Applies to all meeting and study rooms in the Puyallup Public Library (hereafter referred to as PPL.)

### 3.) Background:

There are three meeting rooms located downstairs in the library. These rooms are known as the "North Room," "South Room," and the "Board Room." Study Rooms are located on both floors and are known as the "Jim Taylor Study Room," (upstairs), the "Altrusa Study Room" (upstairs), and the "Innes Study Room" (downstairs).

### 4.) Policy:

Use of the study and meeting rooms and the entirety of the contents therein are at users own risk. This includes all programs and events offered by any entity.

All meeting and study rooms are free of charge on a first come first served basis. All meetings in the meeting rooms must be open to the public at no cost and may not be restricted to any particular group. Private meetings may be held only in study rooms.

PPL reserves the right to cancel reserved use of the meeting and study rooms. As much notice as is reasonably possible will be given. The Library Director or designee shall have authority to approve or reject requests for use of the rooms.

Meeting Rooms may only be booked by adults 18 years or older. Study Rooms may be booked by anyone 12 and older.

Groups must not use advertising/publicity which implies that their programs are sponsored, co-sponsored or approved by the library without written permission from the Library Director or designee.

Reservations are accepted up to three months in advance. Bookings shall be limited to one booking/use per month per group unless otherwise approved by the Library Director or designee. The meeting rooms will close when the library closes. Exception to use the meeting rooms after closing will only apply to City functions and meetings as long as City employee

accepts responsibility for the care of the room and making sure the outside doors are closed/locked.

No admission charge may be made, nor a collection taken except for Library sponsored activities. No articles may be sold, not even for the benefit of charitable, educational, or non-profit organizations apart from the Friends of the Library or the Library Foundation.

Booking priorities for meeting and study rooms are as follows:

1. Library sponsored or co-sponsored programs.
2. City sponsored or co-sponsored programs.
3. Community, cultural, educational, charitable or civic groups who operate under non-profit status.
4. Community groups including religious, political, governmental or neighborhood based.
5. Study groups, hobby clubs, or free classes (such as exercise, crafts, chess clubs, etc.)
6. Private groups (study rooms only).

No birthday, anniversary, holiday, wedding parties, showers, or other such private gatherings will be allowed in either meeting or study rooms. Exceptions may be made for library and/or city staff functions as determined by the Library Director or designee.

The applicant is responsible for the reasonable care of the room including the removal and disposal of any excess garbage/trash generated by their meeting. Groups are required to clean the room, including the kitchenette, and wiping down any furniture used before they leave. Chairs must be orderly, either stacked or at tables. Applicants will be held responsible for any damage that occurs to the room or equipment during use.

Attendance must not exceed the posted capacity of each room.

Smaller groups may be asked to move to a smaller room to accommodate larger groups.

The library will not provide storage for any group. Exceptions may be made for library sponsored groups on approval of the Library Director or designee.

Groups must provide Americans with Disabilities Act (AA) accommodations when requested.

Groups must notify the library 24 hours before a meeting if it must be cancelled. Meeting must be booked at least 48 hours in advance. Groups who book rooms but do not show up or provide at least 24 hours' notice may be barred from meeting room use either temporarily or permanently as determined by the Library Director or designee.

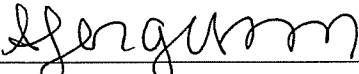
Any use of the room that disturbs regular library operations is not permitted.

The library has a limited amount of equipment to use upon request. The applicant is responsible for proper use of the equipment and for checking out accessories. If they are not returned or if

any equipment is damaged, the applicant may be charged the current replacement value of each item. Library staff cannot provide tutorials on use of the equipment.

*Failure to comply with these rules will result in temporary or permanent withdrawal of room reservation privileges, as determined by the Library Director or designee.*

Adopted by the City of Puyallup Library Advisory Board, September 18, 2023

  
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Chair, Library Board of Trustees

9/18/23  
\_\_\_\_\_  
Date