

	<p>Policy Title <b>Meeting Room Policy</b></p>	<p>Policy Number <b>8.1</b></p>
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I. Purpose

Meeting rooms are used for programs sponsored by the Library, the Library Board of Trustees, the Friends and Foundation of the Camas Library (FFCL), and other Library- and City-related organizations. The meeting rooms are intended to further the Library's mission and fulfill its vision and objectives. When Library activities are not taking place, other groups may use the rooms for lawful purposes and in a manner which complies with all local, state and Federal laws. By opening up the City's meeting rooms to public use the City intends to create a limited public forum in which public uses are consistent with the City's civic mission and that does not allow uses which would interfere with the governmental functions of the City<sup>i</sup>

II. Availability

- a. Requests for reservations are made online with the Library's meeting room calendar. Meeting rooms are available for meetings or specific events but scheduling will be limited when necessary to ensure equitable access to the facilities for the entire community.

Meeting Rooms cannot be accessed before the Library is open unless previous arrangements have been made with Library staff.

If Library equipment is to be used, the meeting room applicant is held financially responsible for any loss or damage to the equipment. Should this occur, the replacement cost of the equipment will be charged.

Rental fees for meetings rooms are outlined in the Fee Schedule and are payable in advance. To qualify for a waiver of fees, a civic group should be a community-based, not-for-profit organization. The meeting should be non-exclusive and open to the public. If not open to the public, private function fees will apply. A specific fee can also be waived at the discretion of the Library Director. No meeting space is confirmed until the applicant has received written confirmation from the Library.

Meetings that interfere with normal Library functions will not be permitted.

Meeting rooms may not be used for commercial purposes of any type, by profit-making ventures or by representatives of profit-making companies and/or organizations or businesses to advertise, promote, or sell their goods or services.

No groups charging fees for an event or meeting may utilize the Library meeting rooms for said event or meeting, regardless if the fee is collected on or off Library premises. These fees include, but are not limited to, donations, entry costs, membership, dues, registration, or the purchase of supplies. Exception may be made for fundraisers in which proceeds benefit the Library and/or its support organizations.

Rooms will be booked only to adults 18 and over. Youth groups may use the rooms if a responsible adult has been designated and is present at all times.

Meeting materials, displays, and any peripherals must be contained within the meeting room itself, and cannot extend into the Second Story Gallery.

If a not-for-profit group or program is serving light refreshments or using crafting supplies they must also adhere to a meeting room cleanup inspection by Library staff. If food, stains or spills are discovered on the carpet or tables, a cleaning fee will be charged. This fee must be paid before any meeting rooms can be scheduled in the future.

Public meeting room use does not constitute the Library's endorsement of the beliefs or ideas expressed by organizations or individuals using the space. Meetings should not be publicized in a manner that suggests Library sponsorship or affiliation.

### III. Recurring Meetings

- a. Recurring meetings may be allowed during regular Library hours. Not-for-profit and educational groups may request meetings on a recurring basis. Meetings may not be booked in advance of six months' time without the approval of the Library Director or designee. Reservations for a recurring event will need to be renewed every six months. Furthermore, recurring meetings may not be booked for more than three consecutive weeks to ensure access for all community groups.

### IV. Private Functions

- a. Reservations must be accompanied by an online reservation and all applicable fees. Two payments will be required: One payment will be for the cost of the room, and the other will be for the cleaning deposit.

After the function, the room(s) will be inspected. Once an authorized member of the Library staff determines that the room is sufficiently cleaned and that no damage to property or equipment has occurred, they will approve the return of the cleaning deposit. The cleaning deposit will be returned in the form of a check from the City (the City pays invoices the second and fourth Mondays of each month).

### V. Fees and User Responsibilities

- a. All fees for meetings rooms are outlined in the City Fee Schedule. The non-refundable room application fee must accompany the application (except for non-profit use).

Meetings or programs that take place before or after Library business hours will incur a staffing fee and must be approved in advance.

An additional fee will be applied to any organization when a meeting extends beyond Library hours. Users must vacate a meeting room 15 minutes prior to closing unless prior arrangements have been made. Library closing times are announced via the public address system, posted on the Library's entrances, and on the website. Meetings unexpectedly extending beyond closing time will be charged the after-hours staffing fee in increments of 15 minutes. An invoice will be sent within 7 business days.

All users shall be responsible for the repair and/or replacement of equipment or property damage beyond normal wear.

All users must abide by the Library's Rules of Conduct, Policy 2.3.

Meeting room users are required to accept and comply with the Library's terms of use for its complimentary wireless connection before accessing the internet on any device.



Room set up and clean up (including the kitchen, if used) are the responsibility of the applicant and are included in the time allotted and charged for each event. Rooms must be returned to their normal configuration, a diagram of which is posted on each meeting room wall. The room divider must be operated by Library staff only.

If beverages and/snacks are served, the tabletops must be cleaned, the carpet vacuumed, and the garbage stowed in the trash can.

If the kitchen is used, the applicant agrees to:

- Rinse and unplug the coffee maker and dispose of any used filters.
- Wipe the counters and the sink, leaving dishcloths in the sink for Library staff to wash.
- Ensure the stove is turned off.
- Remove any items added to the refrigerator.

Meeting room tables and chairs will not be arranged prior to a non-Library event. It is the responsibility of the scheduling party to allow time before and after the event for room setup and break down. Extra tables and chairs are available upon request.

Users must provide all their own meeting supplies including paper products, kitchen utensils, coffee, etc.

No tacks, pins or transparent tape are allowed on the painted walls or white board.

Meeting room reservations are not transferable from one group to another.

The occupancy limits posted by the City of Camas Fire Department will be observed at all times.

Any groups or individuals who fail to observe any of the above conditions may be denied the future use of meeting rooms.

## VI. Refreshments

- a. Light refreshments may be served in the meeting rooms. Catered and/or prepared food may be brought in. No food or beverages are to be served or prepared in the Second Story Gallery.

Pre-prepared food and coffee/tea preparation is allowed, but other light refreshment preparation in the Library kitchen will require the fee for kitchen use listed in the Fee Schedule. Health department restrictions may apply.

If a not-for-profit group or program is serving light refreshments or using crafting supplies (glue, paint, markers) they must also adhere to a meeting room cleanup inspection by Library staff. If food, stains or

spills are discovered on the carpet or tables, the cleaning fee listed in the Fee schedule will be charged. This fee must be paid before any meeting rooms can be scheduled in the future.

Alcoholic beverages are not permitted. [Except under the terms of policy 8.2 Alcohol Guidelines.]

## VII. Study Rooms

- a. The Library offers smaller meeting room spaces designated as study rooms. These rooms do not require an application nor are they assessed any fees. These rooms are reserved online.

Study rooms may be booked for up to 3 hours per day. Should availability allow, these reservations may be extended.

Study rooms may not be used by profit-making ventures or by representatives of profit-making companies and/or organizations or businesses to advertise, promote, or sell their goods or services.

## VIII. Administration

- a. The Library Director (or designee) is responsible for the administration of this policy, for establishing administrative procedures for its implementation, and for making it available to the public.

The Library does not assume liability for injury or damage to personal property which occurs as a result of the actions of the sponsors or participants in a meeting or program scheduled at the Library.

The applicant of the meeting room agrees to defend, indemnify and hold harmless the City of Camas, the Camas Public Library and its officers, employees, agents, elected officials, and volunteers hereinafter referred to collectively as “the City” from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of the Library or from any activity, work or thing done, permitted, or suffered by the applicant in or about the Library, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

Any request for changes in regulations, fees, or meeting areas must be made in writing and submitted in advance to the Library Director for approval.

Originally adopted November 2, 1995. Trustee Revisions and Approval:		
April 4, 1996	November 6, 1997	November 2, 2000
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January 2004	April 2008	August 2010
January 2018	May 2019	December 2019
<b>City Attorney Revision and Approval June 13, 2019</b>		

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<sup>1</sup> Public meeting rooms shall be utilized for events which are non-political in nature. The meeting rooms are public facilities subject to the provisions of RCW Chapter 42.17A and Public Disclosure Commission guidelines relating to use of such facilities in campaigns. Pursuant to the guidelines the use of meeting facilities is authorized when the facility is a neutral forum and the City is not actively endorsing or supporting the activity that is occurring. It is the policy of the City of Camas to provide access to public facilities for use in an equal non-discriminatory manner subject to users' compliance with applicable laws.

For events which are political in nature, the City requires the use to be consistent with RCW Chapter 42.17A and the guidelines adopted by the Public Disclosure Commission and the Responsible Party shall ensure said compliance. Public meeting room use does not constitute the City's endorsement of the organization holding the event and meetings should not be published in a manner which suggests City sponsorship or affiliation.