

MEETING ROOM USE

PURPOSE

Yakima Valley Libraries welcomes public use of meeting room facilities in any of its community libraries in keeping with the library district's mission to support life long learning and an informed citizenry by providing free, open and full access to a vast array of ideas and information.

The Meeting Room policy establishes guidelines and procedures for the use of the meeting rooms in community library facilities.

POLICIES

General guidelines

The branch manager, community library supervisor, or library assistant in charge of the community library where a meeting room is located is responsible for implementing this policy and for maintaining reservation lists.

Use of a Yakima Valley Libraries meeting room by any group or organization signifies acceptance of the terms of this policy.

Meeting rooms are designed to meet general informational, educational, cultural and civic needs, including activities such as discussion groups, panels, forums, lectures, conferences, seminars, exhibits, displays, story times, puppet shows, films, and meetings.

Eligibility

Library meeting rooms are used for programs sponsored by the Library, Friends of the Library groups, or other Library-related organizations. When meeting rooms are not being used by the Library or Library-related organizations, the space will be available to the public on equal terms, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Federal courts have consistently recognized the public library to be a limited public forum. WAC 390-05-271 clarifies that RCW 42.17.130 does not prevent a public agency from making facilities such as meeting rooms available on a nondiscriminatory, equal access basis for political uses.

Consistent with this legal framework, it is Yakima Valley Libraries' policy to allow use of its facilities for political uses on a nondiscriminatory, equal access basis, with such time and place restrictions as necessary for the orderly conduct of normal public library operations.

For-profit groups or organizations soliciting or selling projects or services are not eligible to use the library district's meeting rooms.

Permission will be denied to any organization or meeting whose purpose is illegal, whose conduct would interfere with the proper functioning of the library, or whose activity does not have the sponsorship of a legally responsible adult registered for meeting room use with the Library.

[Endorsement](#)

Use of the library district's meeting rooms does not constitute Yakima Valley Libraries endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsement are not permitted.

[Solicitation, sales, admission](#)

Solicitation, admission or other fees and charges, money-raising activities, and/or sales are not allowed, except by Yakima Valley Libraries, the Yakima Valley Libraries Foundation, and Friends of The Library or local library boards. The sale of books, CDs and other items by authors or artists as part of a library district program is permitted, at the discretion of the Executive Director.

[Library use](#)

Library district programs will be given preference in scheduling. The Library reserves the right to reschedule or cancel meeting room reservations at any time in order to use the meeting room space for programs or events sponsored by the library. As much notice as possible will be provided to the group(s) affected by a change, and suggestions for other space will be made when possible.

[Library attendance](#)

Library district staff may attend or observe any meeting or activity at any time.

Smoking and alcoholic beverages

Smoking and alcoholic beverages are not allowed.

Reservations

Requests for use of a meeting room may be made in person, by telephone, letter, e-mail or fax by completing the required form. Requests will be honored on a first-come, first-served basis.

A library district meeting room may not be considered a group's or organization's permanent meeting place. A community library may not be used as a group's or organization's mailing address.

Notice of cancellation should be made as soon as possible. After thirty (30) minutes, a group or organization may forfeit its reservation if it fails to appear as scheduled.

If a group or organization fails to show for two (2) meetings in a row and does not call to cancel, all future reservations are forfeited until the group or organization calls to reschedule.

Meeting room use will not be scheduled before or after library hours, except by Yakima Valley Libraries, or by Yakima Valley Libraries Foundation, Friends of the Library, or local library boards, with prior arrangement.

Groups or organizations may not assign their reservations to other groups or organizations.

The library district held harmless

Any group or organization using a meeting room agrees to indemnify and hold harmless the Yakima Valley Libraries from actions or suits relating to its use of a library district meeting room. A group or organization using a meeting room agrees to assume full liability for any losses or damages that may occur to the facility or equipment. The library district does not assume responsibility for any personal property brought into a library district facility.

Threats to health or safety

The library district reserves the right to limit or prohibit at any time the use of a meeting room which represents a threat to the health or safety of library customers or the orderly use of a community library. Inclusion of false information in the meeting room reservation form will result in automatic and immediate revocation of permission.

Damages

The individual who signs the meeting room reservation form, as well as the membership of the group or organization as a whole, will be held responsible for any and all losses or damages that may occur as a result of the use of a meeting room and for the supervision of all children attending the activity. Meetings of youth groups must have an adult in attendance at all times. Youth are under 18 years of age; adults are over 18 years of age.

Computer lab use

Groups or organizations may use computer lab facilities, provided that all attendees submit signed Internet Use Agreements and that only the software provided by the library district on its computers will be used.

Compliance with this policy

Permission to use Yakima Valley Libraries meeting rooms may be withheld from groups or organizations failing to comply with this Meeting Room policy and from any group or organization that damages the room, carpet, equipment, computers, walls, furniture, or causes a disturbance.

Americans with Disabilities Act

Yakima Valley Libraries meeting rooms are accessible to people with disabilities in accordance with the American with Disabilities Act. Organizations using the Library's meeting rooms are required to comply with the American with Disabilities Act in reasonably accommodating persons with disabilities.

Meeting facilities owned by other authorities

The library district meeting rooms that are in a facility owned by another authority may have additional guidelines for their use.

Adopted: July 24, 2001

Revised: February 26, 2008