

MEETING ROOMS POLICY NO. 8

The use of reserved meeting space in the Walla Walla Public Library is available on a non-discriminatory basis. The Library reserves the right to limit the number of reservations a person or group may have on file. Long-term dedication of meeting space to a particular group or individual, except Library sponsored programs, at a certain specified day, date or time on an ongoing basis is not allowed.

Reservations must be made by the person who will be using the room. Responsibility for the room lies with the person making the reservation.

- A valid Walla Walla Public Library card is required to make a reservation for a meeting room unless the person reserving the room lives more than 50 miles away.
- A valid Walla Walla Public Library card is required to make a reservation for the Quiet Rooms. If that person does not show up for the reserved time, someone within the group must have a valid WWPL card to transfer the Quiet Room reservation.

Library sponsored activities are given priority at all times in scheduling use of meeting space.

Meetings which would violate constitutional provisions regarding separation of church and state are prohibited.

Meetings which would violate the RCW 42.17.130 (Public Disclosure Act) are prohibited. This section forbids the use of public facilities for the purpose of assisting candidate campaigns or for the promotion or opposition to any ballot proposition but the statute expressly excepts: "activities which are part of the normal and regular conduct of the office or agency." The Public Disclosure Commission has adopted a clarifying regulation which states that RCW 42.17.130 does not prevent a public agency from "making facilities available on a nondiscriminatory, equal access basis for political users." WAC 390-05-271. In essence reserved meeting space may be used by groups which conduct meetings at which current election issues or candidates will be discussed.

Meeting rooms and the Quiet Rooms may not be used by commercial or business entities or for money raising purposes. Meetings in any room except the Quiet Rooms must be open to the public. No admission may be charged. No collections are to be taken or funds solicited. Membership payments or dues may not be solicited in the library building. However, Library and/or Friends of the Walla Walla Public Library sponsored programs may include fund raising activities. All advertising and the sale of merchandise or other materials except that incident to Library or Friends of the Walla Walla Public Library programs is not allowed.

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Board of Trustees. No advertisement or announcement implying such endorsement is permitted.

The Library is not responsible for personal property brought into the Library.

All meeting space must be vacated 10 minutes prior to the Library's regular closing unless other arrangements have been approved by the Library Director or the supervisor on duty.

The Library's *Rules of Conduct* must be followed while using a room. Food is not permitted in the Library unless permission is granted by the Library Director or the supervisor on duty.

The group or individual reserving the meeting space is responsible for the room and its contents. Furnishings must be returned to their original locations before vacating the room. If the room is not restored to its original order and requires extra custodial cleaning the Library will bill the user a charge to cover the cost of that labor. If the room is damaged beyond normal wear and tear, and/or equipment is damaged or missing, the Library will bill the user for repair or replacement costs. The Library is the sole determinant of whether damaged furnishings or equipment can be repaired or must be replaced. The Library will make all arrangements for purchasing replacements and for repairs.

The person requesting the use of a room will be held responsible for conforming to the conditions set forth in this policy and the room use guidelines. For more detailed procedures, see the *Room Guidelines* and *Use Release* forms.

A *Use Release* form must be filled out by the individual requesting scheduling before the scheduled time of use.

The Library Director is authorized to deny permission for use of meeting rooms to any individual or group that fails to observe these regulations.

Adopted: December 12, 1977
Amended: June 3, 1987
Amended: May 10, 1995
Amended: July 17, 2002
Amended: June 20, 2007
Amended: July 17, 2013