

**POLICY NO. 12- MEETING ROOM USAGE**

This Policy is governed by the ~~%~~Library Bill of Rights ~~%~~which states:

~~%~~libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliation of individuals or groups, requesting their use.+

In accordance with this statement, the meeting room of Priest Lake Public Library District is available free of charge to non-profit educational, community, charitable, and cultural groups and to public governing boards. Meetings of public governing boards will be open to the public. Groups must not charge admission except in the form of tuition for classes, workshops, and seminars.

No meeting will take place without the advance approval of the Library Director or designee. Final determination for use of the room shall be the responsibility of the Director. Meeting room applications and reservations must be completed in advance. Groups using the meeting room regularly must update application annually. Groups cancelling a reservation must give 24 hours advance notice of cancellation

Library-related programs will be given preference in scheduling. The library reserves the right to reschedule or cancel meeting room reservations in order to use the room for programs or events sponsored by the library. As much advance notice as possible will be provide to the group(s) affected by the change. Use of the meeting room does not constitute an endorsement by the Library District of a program or point of view expressed. No advertisements or announcements implying such an endorsement are permitted. The Library may elect to provide notification to the general public about the group's meeting or activity, or to publicize any upcoming meetings.

Groups using the meeting room may provide light refreshments, but will be required to pay a \$20 janitorial deposit, payable upon meeting date.

Specific provisions that must be adhered to, an agreement form and Meeting Room Application are found in the Library operations Manual, Practice No. 8, page 8-1 and 8-2.