

3.04 MEETING ROOM POLICY

The Board of Trustees of the Asotin County Library endorses the Library Bill of Rights as adopted by the American Library Association Council on January 23, 1980. 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 affiliations of individuals or groups requesting their use.”

1. Reservations must be made by someone 18 years of age or older and any minors present must have adult supervision.
2. Library-sponsored activities are given priority in the consideration of the use of the meeting room(s).
3. Individuals, groups or organizations holding meetings assume responsibility for any damage to the facilities or contents and will be billed for actual costs, including staff time.
4. The individual, group or organization using the room(s) will be responsible for assuring that all doors are locked securely after the last of the group has exited. The doors to be locked are the 3 doors to the Community room and the alley door to the Annex. The lights in the room(s) are to be turned off. The Annex wall heater or air conditioner should be turned off. The key to the meeting room(s) should be picked up the day of the meeting. Any key issued must be returned the following day. Any damage done because of doors left open will be the responsibility of the group using the room. Failure to secure the building after use will result in the individual, group or organization no longer being allowed use of the room.
5. Each individual, group or organization is responsible for picking up refuse, etc. and leaving the room(s) clean for the next group.
6. Each individual, group or organization is responsible for its own furniture arrangements in the meeting room(s). Furniture must be returned to the arrangement shown in the diagrams provided in the meeting room.
6. Reservation of the room(s) is made when the online form has been completed and staff have approved it. Approval is handled by the library staff during business hours. Individuals, groups or organizations are encouraged to make

reservations at least two weeks in advance, and to make any cancellations as early as possible.

7. No admission charge is permitted. The meeting room(s) may not be used for commercial purposes.
8. Three rooms are available for public use. The Community room in the library is suitable for up to 40 people with room for six tables, if needed. A large screen TV is available. The Annex is suitable for 20-25 people. A large screen TV is available. The Conference Room in the library is suitable for 10 people and is only available for reservation during the Library's open hours. A large screen TV is available. Restrooms are also available in all locations. Sinks and coffee pots are available in all locations. Users must bring own consumables.
9. The room(s) may not be reserved more than 6 weeks in advance except for library-sponsored programs. Individuals, groups or organizations may not make more than one reservation in a 6-week period, unless authorized by the Library Director.
10. Parking on the street or in the Clarkston Free Parking lot across 5th Street is encouraged during library hours.
11. No smoking or vaping will be allowed.
12. No alcoholic beverages will be allowed unless specifically approved by the Board of Trustees for a library-sponsored event.
13. Although an individual, group or organization is not required to announce open attendance at its meetings, it may not exclude any member of the public from attending a meeting held in the meeting room. No meeting announcements may indicate that the meeting is closed to non-members.
14. The use of the meeting room by the Friends of Asotin County Library or The Asotin County Library Foundation is considered "library use" of the room. The Friends of Asotin County Library or The Asotin County Library Foundation may use the name and address of Asotin County Library as the headquarters and official address of the organization. No other organization may do so.
15. Programs, other than those sponsored by the library, may not disrupt the use of the library by others. Persons attending the meetings are subject to all library rules and regulations.

16. Upon adequate notice and for adequate reasons, the library reserves the right to revoke permission to use any meeting room. The Director is authorized to deny permission for the use of library rooms to any individual, group or organization that violates these regulations.
17. The fact that an individual, group or organization is permitted to meet at the public library does not in any way constitute an endorsement by the library staff or the Library Board of the users or their beliefs.
18. All news releases, publicity, or advertisements relating to any program or meeting held in one of the library's meeting rooms shall clearly state the name of the sponsoring individual, group or organization and shall not imply that the program or meeting is sponsored by the library unless the library has formally agreed to co-sponsoring.
19. As a general rule, staff will not accept phone calls for people attending meetings.