

CommunityLibraryNetwork[®]

KOOTENAI & SHOSHONE COUNTIES

We Empower Discovery

MEETING ROOM POLICY

Board Approved: March 15, 2018

We are pleased to offer meeting rooms for non-commercial, non-profit meetings for public use. The rooms are free to use, although the Post Falls Library charges a \$25 set-up fee for joint use of meeting rooms #1 and #2. No library card is needed, unless using the Post Falls Library's optional technology packet.

Please leave the rooms, including furniture set up, as found. Refreshments (no alcohol) are fine as long as everything is cleaned up and taken from the room when done. If a room or its furnishings are damaged or soiled during a meeting, you will be billed for the cleaning or replacement costs.

To book a room, call your library for the meeting room request form and return it to the library. Rooms are booked on a first come, first serve basis. Someone 18 or older must sign the request and be responsible for the room and conduct of participants. Rooms can be booked three meetings in advance, but cannot be used as the regular meeting place.

For programs sponsored by the library, permission may be granted to sell goods with a percent donated to benefit the Library Network.

Listed below are the capacities of each meeting room, with chairs and without tables.

Library	Capacity	Phone Number
Athol	17	208-683-2979
Hayden, Meeting room 1	49	208-772-5612
Hayden, Meeting room 2	31	208-772-5612
Pinehurst	28	208-682-3483
Post Falls, Meeting Room 1	40	208-773-1506
Post Falls, Meeting Room 2	40	208-773-1506
Post Falls, The Workroom	10	208-773-1506
Rathdrum	29	208-687-1029
Spirit Lake	23	208-623-5353

Full Policy

1. The library has first priority for meeting room space. Rooms can be booked up to three meetings in advance, on a first come, first served basis. District administrators and library managers may make exceptions.
2. A meeting room request form must be filled in, signed and approved by the library manager. The person signing the form is responsible for the conduct of the group and must be eighteen (18) or older.
3. All meetings held in the library must be open to the general public, except that the meeting room may be closed as public space for library sponsored activities.
4. Use of the meeting rooms does not constitute an endorsement by the library of a program or point of view expressed. All publicity must clearly state the name of the sponsoring group and not imply that the library is a sponsor, unless the library has agreed to co-sponsorship.
5. The group or organization holding the meeting or event assumes full responsibility for any damage to the library facilities or equipment it uses. No charge or cleaning deposit will be required for the use of the meeting room. However, if damage or soiling occurs to the room or furnishings, the organization will be billed the cost of cleaning and/or damages.

6. The library will not accept reservations for a series of meetings that would designate the library as a regular meeting place. No organization may designate any library as its headquarters or a regular meeting place, unless affiliated with the library.
7. Community Library Network assumes no responsibility for any non-library property placed in the facility in connection with a meeting. The District is expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained by reason of the meeting, program or event. Each organization agrees that it will save and hold harmless and indemnify Community Library Network from and against any and all liability which may be imposed upon them for injury to persons or property caused by the organization or any person in connection with the use of the meeting room.
8. Any program, meeting or event held at the library must not unduly disrupt the use of the library by others. All displays and brochures for the meeting or event will be contained within the meeting room(s) reserved for that event or meeting. Only designated surfaces in the meeting room may be used to attach any fliers, signs, posters, or other materials. Under no circumstance will any materials be attached in any manner to painted walls, windows or ceiling tiles.
9. For programs sponsored by the library, permission to sell goods may be permitted so long as a portion of the proceeds are donated to benefit the Library Network. Sponsorship includes joint program publicity and library staff in attendance. Refreshments may or may not be provided by the library.
10. The meeting rooms are available during open hours. Athol, Hayden, Rathdrum and Spirit Lake libraries allow meeting room use to continue after closing. The person responsible for the room must secure all exit doors and, if applicable, return the key in the book drop. Loss of meeting room privileges will occur if doors remain unlocked or the key is not returned the night of the meeting. A fee for re-keying will be charged for all lost keys.
11. Each group is responsible for set-up and cleanup after each use without staff assistance. Any and all damages will be billed to the responsible party. Failure to clean up the meeting room will result in the loss of meeting room privileges.
12. Each meeting room has a standard configuration for its furniture arrangement that includes the number of chairs and tables and their placement. The meeting room must be left in this configuration at the end of a group or organization's use of that meeting room. At the Post Falls Library, when requesting joint use of rooms #1 and #2, a \$25 set up fee is required before use. The library manager or administrators may waive this fee.
13. Refreshments may be served, but not alcoholic beverages. Groups must bring their own serving items and clean up after refreshments are served. Storage room is not provided. The rooms must be cleared of all items (equipment, boxes, brochures, etc.) at the end of the meeting.
14. Smoking or vaping is not permitted in any Community Library Network building. Smoking or vaping is allowed outside as posted.
15. The number of persons attending any meeting must not exceed the posted limit as set by the Fire Marshal.
16. Community Library Network reserves the right to revoke permission to use any of the meeting rooms. Repeated failure to cancel a scheduled meeting room reservation or not following this policy may result in the loss of meeting room privileges.
17. Adults must remain with their child, under nine, while attending meeting room programs. Exceptions may be made for children attending programs conducted by library staff. Meetings of groups under the age of eighteen must be supervised at all times by an adult.
18. Meeting rooms may be closed to the public for library purposes.
19. This statement of policy is subject to amendment at any time by the Board of Trustees of the Community Library Network.

CommunityLibraryNetwork
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Post Falls Library

821 N. Spokane Street, Post Falls, ID 83854

Attention: Meeting Room Reservations

Phone: 208-773-1506 | Fax: 208-773-1507 | MeetingRooms@CommunityLibrary.Net

Instructions

Complete this form, then email, mail or drop it by the library.

Meeting Room Reservations

Please read the Community Library Network Policy for Meeting Rooms before making any reservations. The meeting rooms are for non-commercial, no-profit use. All meetings will be open to the public at all times. No charges or cleaning deposit will be required for the use of the meeting room(s). However, if damage or soiling occurs to the room or furnishings during meeting, the organization will be billed the cost of cleaning and/ or damages. A library card is not necessary to check out rooms unless using the electronic white board.

Group name _____

Reservation date _____

Begin time _____

End time _____

Group representative _____

Phone number (_____) _____

Email _____

Address _____

Library card number _____

Event purpose _____ Number attending _____

Equipment (no charge)

White board

TV (the group must supply a laptop and a HDMI cable)

Electronic white board (Workroom room only; must have a library card)

Rooms (Note: All meetings must end within 15 minutes of library closing time.)

Meeting Room 1 (Maximum of 40 people)

Room setup: classroom

Meeting Room 2 (Maximum of 40 people)

Room setup: square

Bo Both rooms (Maximum of 90 people)

Room setup: requires a \$25 set up fee, paid in advance

(M The Workroom (Maximum of 10 people)

Technology packet available with library card

I understand the room reservation will not be made until this form and setup fee (both rooms option) have been received.

I have read the [Meeting Room Policy](#) and the Group/Organization I represent agrees to comply. I understand failure to comply with the rules may result in the expulsion and denial of future meeting room use.

Signed _____ Date _____

Librarian's initials _____

Submitting this document by email constitutes a signature. Mail or present this form with the setup fee (both rooms option only) to the address above; make checks payable to: Community Library Network

