

Meeting Space Use Policy

The Library is dedicated to the support and advancement of the educational and cultural growth of the community and will make meeting spaces available to non-library sponsored organizations for meetings as a public service to the community.

ORGANIZATIONS

Meeting spaces will be made available to non-profit, public or private organizations or persons.

RESERVATIONS

Reservations can be requested of the Director or any staff member. Requests should include 1) name of the organization and/or person; 2) date and time of the meeting; 3) contact information for the responsible party; 4) objective of the meeting; and 5) expected attendance.

The Director has the authority to accept, renew, or reject requests for the use of meeting spaces under the established policies and rules. If permission for use of a meeting space is denied, the applicant may appeal to the Library Board.

MEETINGS

Library-sponsored or oriented groups will be given preference. Groups may have to forfeit use of a space to allow for library programs when absolutely necessary. Due to library programming, the Library may place limitations on recurrent meetings.

The following require approval by the Library Director or appointee:

- Meetings scheduled before or after library hours must have permission and may incur a fee to cover associated staffing costs. Library hours are Monday-Thursday, 11am-8pm; Friday 11am-5pm; Saturday, 11am-2pm.
- Meetings for non-district organizations or individuals must be approved and may incur a fee.
- Requests for events that require an alcohol or gambling permit must be approved and Proof of Insurance for the event may be required.

Meetings cannot be restricted to any particular group or individual because of race, religion, color, sex, national origin, marital status, familial status, age, sexual orientation, or disability.

Meetings of groups whose members are under eighteen (18) years old must be supervised by an adult.

Ritzville Library District #2

USE & CLEAN-UP

Permission to use library meeting spaces includes ordinary use of the furniture and fixtures, including kitchenette areas where applicable. The Library does not provide kitchen equipment, and groups must provide their own supplies. Refreshments and light catered meals may be served. Meal preparation is not allowed.

The room capacity of the Ritzville Library meeting room is 45 people and there are 5 tables and 22 chairs available for meeting use. The capacity of the Library Learning Garden is 75 people.

Requests for use of computer, projection or electronic equipment must be approved at least one week prior to the event. Users may be required to attend a training session in order to utilize this equipment.

Nothing may be affixed or mounted in any way except where tackable wall surfaces or hanging appliances are provided.

Groups are responsible for cleaning up and restoring library spaces to their original condition before leaving. Food garbage must be removed. If a space is not left in order, the group will be billed for the cost of restoring the room, and the Director has the authority to refuse future use of a space to the offending group.

CANCELLATIONS

If a meeting must be cancelled, the Library should be notified as quickly as possible so that the space can be made available to another group. A cancellation fee may be charged.

RELEASE OF LIABILITY

The District does not assume liability for injuries to individuals or damages to personal property which occur as a result of the actions of the participants in activities in the Library's meeting rooms. Participants are expected to fully comply with applicable provisions of the law. The person(s) reserving the meeting room(s) will be held responsible for any expense the District incurs as a result of a group or individual's use of the room(s).

Ritzville Library District #2

Meeting Space Use Application

Name (print) _____ Are you 18 or older? Y N

Organization _____

Telephone _____ Email _____

Date & Time of Meeting _____ Is this a recurring meeting? Y N

Purpose of Meeting _____

Requested Space: (circle) Ritzville Library Meeting Room Library Learning Garden

Expected Attendance _____

*One form may be filled out for a regularly recurring meeting, although a new form must be completed and on file each year. All unique meetings require a separate form to be completed and on file.

Fees

All fees are non-refundable (unless cancellation is due to library conflict), and are due upon reservation of the space:

Free Presentations, local meetings or open public events during library hours **No charge**

Kitchenette (*Library Meeting Room only*) **No charge**

Laptop, sound, and projection equipment (*Library Meeting Room Only*) **No charge**

Any meeting outside of library hours may incur additional fees * \$ _____

Private meetings or social functions (includes setup and cleanup time) **\$15/hour**

Any use for which attendees are assessed registration fees or charges other than a nominal amount to defray the cost of materials or supplies **20% of profit or \$50/day**

For profit use, including those soliciting the sale of goods or services **20% of profit or \$50/day**

Use by agencies not located or individuals not residing within the library district may be subject to additional rates or fees * \$ _____

Room cancellations made less than 24 hours in advance may be charged a fee \$ _____

Cleaning/damage fee, if applicable \$ _____

Adopted: 5/12/04
Revised: 7/9/10
Revised: 1/16/13
Revised: 10/18/17

Revised: 4/17/19

Ritzville Library District #2

Agreement

I have read and understand the rules and regulations for using Ritzville Library District #2's meeting spaces and will take full responsibility to abide by those rules and regulations. I understand that I am responsible for the supervision and control of any group or individual while using Ritzville Library District #2's meeting spaces to ensure their safety, and prevent injury and/or damage to the equipment, property or grounds. By signing below, I attest that I am at least 18 years of age, have authority to make this application, agree to comply with all facility rules and regulations, and assume liability for any and all damages due to the negligence.

I also understand that I am responsible for ***ALL SET UP and leaving the space in the same condition*** as when I assumed possession. I am responsible for protecting all areas of the meeting space and all of its contents. Should any items be stolen, damaged, broken, or a cleaning and/or damage fee assessed, I assume liability for these costs.

Indemnification / Hold Harmless

User shall indemnify and hold harmless Ritzville Library District #2, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of use of Premises or from any activity, work or thing done, permitted, or suffered by User in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of Ritzville Library District #2.

Signature of applicant _____ Date _____
(Must be same person responsible and listing information above.)

Library Use Only:

Fees Paid: \$ _____ Staff Initials _____

Reservation on Calendar? Staff Initials _____

*Outside of library hours? Director Initials _____

*Out-of-district? Director Initials _____

*Proof of Insurance needed? Director Initials _____

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