

NCW Libraries Meeting Room Use Policy

Policy:

NCW Libraries (the “Library”) provides meeting rooms for the public to use when it does not interfere with Library sponsored activities, programs, and services. Meeting rooms are available to all members of the public consistent with this policy. The Library will not sponsor or endorse any groups using the meeting room.

Applicable Codes, Laws, and Guidance:

- United States. Constitution of the United States. [First Amendment](#)
- RCW [27.12.010](#)
- RCW [27.12.270](#)
- RCW [42.17A.555](#)
- ALA [Library Bill of Rights](#)

Related NCW Libraries Policies and Procedures:

- Meeting Room Use Agreement
- Facility Use for Political Purposes Policy
- Emergency Closure of Facilities Policy
- Code of Conduct Policy

Purpose:

This policy outlines rules governing use of Library meeting rooms. It is intended to provide fair and equitable access to meeting spaces no matter the person or group's beliefs or affiliations.

Scope:

Meeting rooms are available at some Library branch locations. This policy applies to public use of meeting rooms in the libraries owned or managed by the Library, as listed below. Most library buildings are owned by cities or private landlords. There may be additional rules or guidelines in place regarding meeting room use in those facilities.

Meeting Rooms Owned by NCW Libraries:

- Wenatchee Public Library. Capacity: 69

Meeting Rooms Managed by NCW Libraries:

- Chelan Public Library. Capacity: 29
- Ephrata Public Library. Capacity: 15
- Omak Public Library. Capacity: 35
- Quincy Public Library. Capacity: 47

Statement of Policy:

1. Meeting rooms are available to the public fairly and equitably for non-commercial activities.

- 1.1. Meeting rooms are available free of charge on a first-come, first-served basis.
- 1.2. Meeting participants must comply with the Library's policies, rules, and regulations prohibiting discrimination. Meetings must be open to participation regardless of the attendee's gender, race, ethnicity, age, sex, sexual orientation, veteran status, marital status, religious or political affiliation, or the presence of any sensory, mental, or physical disability.

- 1.3. Meeting rooms may not be used for any commercial or fundraising sales or promotional activities and may not be used as the primary location to conduct regular business operations. No funds may be solicited, and no products or services may be advertised, solicited, or sold.
 - 1.3.1. Meetings by persons or groups to discuss business or fundraising opportunities or events that involve discussions only and do not include or involve sales, solicitation, or promotions of products at the meeting may be permitted.
 - 1.3.2. Exceptions may be considered and approved by the branch library's Area Manager for Library sponsored and co-sponsored events, and for local Friends of the Library groups, local Library Boards, and local Library Foundations.
- 1.4. Meeting rooms may not be used for private celebrations such as birthdays, showers, receptions, weddings, graduation parties, or retirement parties.
- 1.5. Meeting rooms may not be used for activities requiring an entrance fee, membership fee, or participation fee that is collected on-site.
- 1.6. No special privileges will be given to any organization or group that staff members belong to or are affiliated with.

2. Meeting room use may be limited. The Library, city governments, and building owners will be given priority access.

- 2.1. Meeting room reservations may be limited to the branch library's open hours.
- 2.2. Priority for reserving meeting rooms will be given in the following order:
 - Library sponsored and co-sponsored programs and activities.
 - Local Friends of the Library Groups, Library Boards, and Library Foundations.
 - Committees or boards of local government and/or the building's owners (if different).
 - Other individuals, organizations, or community groups.
- 2.3. If demand for a meeting room is high, the local library's Area Manager may limit the frequency and duration of use by setting a maximum number of hours per month that any individual or group may use the room.
- 2.4. Meeting room users are wholly responsible for scheduling and confirming reservations. The library will not automatically schedule or reschedule reservations and is not able to guarantee that a particular time slot will continue to be available.

3. The library does not support or endorse the activities or viewpoints of those using Library meeting rooms.

- 3.1. Permission to reserve and use a meeting room does not signify that the Library supports or endorses the policies, beliefs, expressed views, or activities of the group or individual using the room. No advertisements or announcements implying such an endorsement are permitted.
- 3.2. The name of the Library may not be used in any publicity for events, activities, or meetings that are not sponsored or co-sponsored by the Library, except to communicate the location. The Library may not be identified as a co-sponsor without prior written approval.
- 3.3. All publicity and advertising for meetings and events must contain the words: "This event is not sponsored by NCW Libraries."
- 3.4. The Library may elect to publicize or otherwise provide notification to the public about any upcoming meeting, activity, or event held in a Library meeting room.

4. The library reserves the right to cancel reservations and/or deny meeting room use at its discretion.

- 4.1. The Library may occasionally need to cancel a reservation due to extenuating circumstances such as power outages, weather conditions, building closure, or conflicts with Library affiliated, sponsored, or co-sponsored events or activities. As much notice as possible will be provided.
- 4.2. Persons or groups that need to cancel their meeting room reservation are asked to contact the applicable branch library as soon as possible so that the Library may make the room available to others. Failing to show up for a previously scheduled reservation two (2) or more times may result in denial of future meeting room use.
- 4.3. The Library reserves the right to deny meeting room access in any of the following circumstances:

- When the individual, organization, or community group's meeting purpose is illegal or does not comply with all federal, state, and local laws and policies.
 - When the individual, organization, or community group's participants do not follow or previously have not followed this policy or any other Library policies or procedures, such as the [NCW Libraries Code of Conduct Policy](#).
 - When the proposed use would materially and/or substantially interfere with the operation of the Library. This includes uses that produce excessive noise, overuse or burden Library resources, or pose a significant risk to health or safety of meeting participants or Library patrons, as determined by the Library in its sole discretion.
- 4.4. Local library staff members have the authority to approve or deny requests for use of meeting rooms following the terms of this policy. The decision to deny use of a Library meeting room may be appealed in writing to the NCW Libraries Executive Director. The Executive Director will provide a written response to the request, which shall be final and not subject to further appeal.
- 5. The Library does not assume liability for injuries or damage to personal property that occurs as a result of the actions of the meeting room users, sponsors/organizers, or participants, or as a result of use of Library meeting rooms or facilities.**
- 5.1. All organizations, groups, and individuals using the meeting room shall defend, indemnify, and hold harmless NCW Libraries, its officers, agents, and employees from and against any and all claims, suits, actions, or liabilities resulting from any negligent act, omission, or error of the user which results in personal injuries or property damage arising from use of a Library meeting room.
- 5.2. The organizations, groups, and individuals will be jointly and separately liable for any breakage, damage, or theft of any Library property caused by members or guests of the group or organization. Liability includes all applicable court costs and attorney fees.

By the enactment of this policy the Board of Trustees of North Central Washington Libraries is concurrently rescinding any prior policy or procedure within NCW Libraries that is either in conflict with or expansive of the matters addressed in this policy.