



#### **LIBRARY MEETING ROOM POLICY:**

#### **Library Learning Center/Charles Pink House**

The Port Townsend Public Library provides the main room of the Library Learning Center/Charles Pink House as a meeting room to the community as a public service and shared community resource. Groups using the library meeting room must not use advertising and publicity which implies that their programs are sponsored, co-sponsored or approved by the Library, unless written permission to do so has been previously given by the Library Director. Use of these meeting rooms does not constitute an endorsement by the City of a program or point of view expressed. The Library's meeting room is available without charge.

#### **Criteria for using the meeting room:**

- All activities in the Library's meeting room must be open to the public at no charge, except for certain Library MOU Partners, City, County, State, or Federal Government meetings.
- Meetings must be held during library hours. They must start no earlier than 15 minutes after opening and must finish no later than 15 minutes before closing.
- Meeting rooms may not be reserved by one group more than once a month or have more than one reservation at a time.
- Meetings are to run no longer than four hours without special approval from the Library Director. This time includes setup, takedown, and cleaning of the room.
- Requests will be submitted using the Library's meeting room application form in person or electronically via the process listed on the Library's website.
- Organizations using the Library's meeting room are required to comply with the Americans with Disabilities Act in reasonably accommodating persons with disabilities.

**Permission to use Library meeting rooms will be denied to any organization and/or meeting:**

- Whose purpose is illegal;
- Who charge a fee to attend the meeting, workshop or training. This includes tuition or registration fees. Organizations that are supported by dues or fees supported may use meeting rooms; however, such dues cannot be collected at the meeting and anyone wishing to attend and/or participate in the meeting must be allowed to do so without cost.
- Whose primary purpose is social. Examples include birthday, office & retirement parties, weddings and receptions.
- Who engage in commercial activities (buying or selling), or the direct promotion of commercial services as part of the meeting for monetary gain. No commercial use of the meeting room will be allowed, including such business-related functions as staff meetings, the training or motivation of employees, market research, job applications and interviewing and direct marketing. No products, services, or memberships may be directly or indirectly advertised, solicited or sold.
- Informational meetings representing the product or services of one (1) company.
- Whose activity does not have the sponsorship of a legally responsible adult.

State law (RCW 42.17.130) prohibits the use of public facilities for the purpose of assisting the campaign for election of any person to any office; or for the promotion or opposition of any ballot issue. The Library meeting room is available on a non-discriminatory, equal access basis in compliance with state law. Public facilities may be used for general political purposes, such as: information sharing, organizational meetings, or non-partisan community forums.

The following is permissible at library-sponsored programs:

- (1) fundraising to benefit the library and sponsored by the library or other library-related group, and
- (2) the sale of books or other items by authors or artists as part of a library program.

**1. Reservations**

Library-sponsored programs take precedence and will be given preference in scheduling. The Library reserves the right to reschedule or cancel meeting room reservations at any time to use the space for programs or events sponsored by the Library. As much notice as possible will be provided to the group(s) affected by the change and suggestions for other space will be made when possible.

The Library Director or designated staff members have the authority to accept or reject requests for use of meeting rooms based on the Library's Administrative Policy and the City of Port Townsend's Municipal Code.

Reservations for meeting room space are on a first-come, first-served basis.

Meetings may be booked a maximum of two months in advance of meeting date, with only one meeting reserved at a time. Meetings must be booked at least seven calendar days before the meeting date.

Meeting rooms may not be reserved by one group more than once a month. Unless otherwise stated in a memorandum of understanding with the City, no group may consider the library its permanent meeting place or use the library as its mailing address.

As a rare exception, the Library Director may allow a meeting room to be reserved more than once per month. For example, Census training or IRS-sponsored tax preparation. Meeting room reservations for literacy and tutoring programs may be made on an ongoing basis as determined by the Library Director. If permission to make a meeting reservation is denied, the applicant may appeal to the City Manager.

Meetings will be listed on the library's online calendar under the organization's name for scheduling purposes. The library will not provide any additional information about the meeting or group on the website.

## **2. Food and beverages.**

Food and beverages are allowed. Alcohol is not allowed.

## **3. Facilities and Equipment**

Access to the meeting rooms prior to the time the library is open to the public is not possible. All meetings rooms must be vacated at least 15 minutes prior to the Library's closing time.

The Library will provide a standard meeting room set-up. The group may change the arrangement of furniture prior to or during the meeting. However, after the meeting the room must be returned to its original set-up. Failure to do so may result in the loss of future meeting room privileges.

The Library may provide use of audiovisual, computer or other technical equipment that is already installed in the meeting room or available for checkout. The Library does not provide technical assistance. Any group requiring equipment beyond what the library provides or professional assistance in the use of such equipment must supply the equipment and services at their own initiation and expense.

All library property must be left clean and the meeting room must be left free of all items brought into the room by the group. The signing applicant is responsible for reasonable care of the room including the removal of any signs, handouts, and equipment as well as the appropriate disposal of any unwanted items in the trash receptacles located in the room. The signing applicant will be held liable for all costs incurred by the Library to have a meeting room cleaned or for damage to Library property. Groups damaging Library property will lose the privilege to future use of the meeting rooms.

Nothing may be affixed or mounted in any way to the walls, distributed throughout the library, or posted on library property with the exception of flyers that adhere to the City's community bulletin board policy.

The Library is not responsible for the theft or damage to property brought onto Library property.

The Library will not provide storage for any purpose to any group.

Meetings of groups whose members are under age 18 must be supervised and attended by a legally responsible adult at all times.

The maximum capacity for the room, as determined by the Building Inspector and posted in the room, must be observed at all times.

Entrances and exits for all meeting room users will be through the front or back doors of the Library Learning Center/Charles Pink House. No entrances or exits through staff doors or emergency exit doors will be allowed.

Meeting room users must abide by all rules of behavior governing the use City of Port Townsend Facility Rentals.

#### **4. Cancellation**

If a scheduled meeting is not to be held, the applicant must inform the Library as soon as possible in advance of the meeting. Failure to use the room on two consecutive occasions without advance notification will result in the loss of meeting room privileges for a period of six months.