

## Meeting Room Policy (revised 7/18/18)

Administrative Policy: #10.18

Revision: July 2018

Tacoma Public Library provides meeting rooms to the community free of charge as a public service. Rooms are available for use during the Library's open hours. Please see [tacomalibrary.org](http://tacomalibrary.org) for the schedule.

### Reserving a Meeting Room

Groups wishing to reserve a meeting room may go to [www.tacomalibrary.org](http://www.tacomalibrary.org) to make an online reservation, or contact the specific branch (in person or by phone) where the room they wish to use is located.

**Notice: use of a library meeting room implies consent to the policy listed below.**

### Eligibility

Applicants must be at least 18 years of age. Meetings and activities must be supervised and attended by a legally responsible adult at all times.

- Public meetings
- Government agencies
- Non-profit agencies
- Community clubs
- Neighborhood groups
- Education
- Private business (under certain conditions, see limitations)

### General Information

1. All meetings must be free and open to the public with the exception of certain Library, City, County, State or Federal government meetings. No dues or donations may be solicited or collected. No products or services may be advertised, solicited, or sold. An exception to this policy is made only for library-sponsored events.
2. Meeting rooms may be used for general political purposes, such as information sharing, organizational meetings or non-partisan community forums. The laws of the State of Washington **RCW 42.17A.555** prohibit the use of public facilities for the purpose of assisting the campaign for the election of any person to any office, or for the promotion or opposition of any ballot issue.
3. Reservations are accepted for the current month and two calendar months in advance. For example, on September 1, rooms may be reserved through November 30; please notify the library as soon as possible if your meeting is cancelled.
4. Tables and chairs may be arranged to meet the needs of the group as long as emergency exits are not blocked. The room should be restored to the configuration on the posted diagram.

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5. Light refreshments may be served, such as coffee, tea, cookies. Set-up and clean-up must be done within the hours reserved. Meeting rooms must be vacated 15 minutes before closing time. Users assume responsibility for cleaning up after themselves.
6. Use of personal audiovisual, laptop or other equipment is permitted; no equipment or supplies are provided by the Library.
7. There must be no interference with the use of the library for other library patrons due to noise or overcrowding from your group.
8. All publicity and advertising for meetings and events must contain the words: "**This event is not sponsored by the Tacoma Public Library.**"
9. The library does not assume liability for injuries or damage to personal property that occurs as a result of the actions of the sponsors or participants, or as a result of their use of library facilities.

### Limitations on Use

1. Library staff reserves the right to enter the meeting room during any meeting.
2. Not eligible are events hosted by companies or individuals selling the goods or services they plan to present to the public. For example, businesses may use the rooms for meetings for their staff, but may not use the library to promote or educate the public about products or services related to their for-profit business.
3. Parties, receptions or other social events may not be held in the meeting rooms.
4. System-wide meeting room use is limited to once a week by any one group.

### Reservations May be Terminated, Cancelled, or Denied If:

1. The applicant provides false or misleading information.
2. An individual or group, willfully or through gross negligence, mistreats the equipment or facilities or violates any regulations of the library.
3. The manner of use is determined not to be in the best interests of the library.
4. Repeated cancellations or failure to notify the branch of a cancelled meeting.
5. On rare occasions, the library must cancel a reservation to accommodate a library program or due to closure or emergency. Every effort will be made to accommodate the reservation at another branch if possible.

The provision of a meeting room for public use does not constitute Library endorsement of the beliefs or ideas expressed by organizations or individuals using the space.