

# Meeting Room Use Policy

The following rules apply to public use of the Library's meeting room. Please read these terms of use before requesting a room reservation. By making a reservation you acknowledge that you have read and understand the use policy and will abide by its terms.

## Purpose

The Library provides the meeting room as a free public service to the community. Local community groups and organizations may use the room for group meetings and gatherings. Such use is permitted only for activities that are in keeping with the Library's Mission, Values, and policies, and its Patron Code of Conduct (all attached below.) As a general rule, meetings should deal with topics of civic, cultural, educational, or community interest.

## Priority of Use

Reservations for the meeting room are on a first-come, first-served basis, in-person or online via the Library website. To make the use of the room as equitable as possible:

- Groups may not reserve the meeting room more often than once a month, unless specifically approved by Library staff. (Library-sponsored programs are exempt from this restriction.)
- Meeting duration is limited to 2 hours, unless approved by Library staff.
- The Library may restrict or reject the use of the meeting room for groups that do not comply with the use policy.

## Requesting a Reservation

You may request a reservation in person or on the Library website.

You may request a reservation up to 4 weeks in advance.

We review all reservation applications to make sure they follow the use policy. We reserve the right to reject reservation requests.

If you need to cancel your reservation, please notify the Library at least 24 hours before your scheduled meeting.

## Advertising

You may not advertise your meetings as sponsored or approved by the Library.

## Using the Room

1. In general, activities in the room must be open to the public. Private meetings must be approved in advance by Library staff.
2. You may not collect fees.
3. You may not sell or advertise products or services.
4. You may not hold fundraising activities. (The Friends of the Library and the Library Foundation are exempt from this rule.)
5. You may only use meeting rooms during open hours.
6. You may not store items at the Library.
7. You are responsible for taking care of the meeting room. You will be held responsible for any damages to the room or to Library property due to your use. Leave the room as you found it. Dispose of all trash from your meeting.
8. You may not cook or heat food.
9. You may not serve or consume alcoholic beverages on Library property.
10. Attendance must not exceed the posted capacity of the meeting room.
11. Due to limited parking at the Library, meeting attendees may not use more than four parking spaces and must park off-site beyond that.
12. You may not use the meeting room in any way that disturbs regular Library operations.
13. All users of the room are expected to follow the Patron Code of Conduct.

## Appeals

If your reservation request was denied, you can appeal to the Library Director.

## Definitions

**Sales:** Promoting or offering any product, service, or activity that could result in the exchange of money or provide monetary gain to the person(s) distributing the product or service.

**Solicitation:** The act of requesting money, credit, goods, merchandise, or group membership for any purpose.

# **Attachments**

## **Library Vision**

To be the place where people in our diverse community go for discovery, connection, and inspiration.

## **Library Mission**

To realize the Library's vision by creating a safe, supportive, and welcoming place for:

- Lifelong learning, discovery, and personal growth
- Connection with others in the community
- Cultural literacy programs to promote cross-cultural understanding and appreciation
- Access to innovative ways of learning

## **Library Values**

- Lifelong learning and literacy
- Intellectual freedom
- The individual
- Community and culture
- Diversity, equity, and inclusion
- The natural environment
- Dedication to a spirit of service

# Patron Code of Conduct

## Purpose

The La Conner Swinomish Library welcomes every member of the community to use and enjoy the Library's facilities, collections, programs and services. Because libraries are public places designed to serve people of all ages with a wide range of interests, this policy defines expectations for behavior.

## Statement of Policy

All patrons, regardless of age, are expected to follow the Patron Code of Conduct. It applies everywhere the Library provides service: on all Library property, on our website or social media, and on communications by phone, chat, or email. Parents and guardians are responsible for their child's personal behavior at all times.

Library patrons are expected to:

- Be respectful of other patrons and Library staff
- Be respectful of Library property
- Obey the law
- Comply with requests from Library staff

Library staff will intervene to stop prohibited activities and behaviors. Failure to comply with this and any other established Library policies could result in restriction of Library privileges, immediate removal from the premises, or exclusion from the Library for a period of one day to one year, or arrest and prosecution.

The following behaviors and activities are prohibited:

- **Unsafe or disruptive**
  - Behavior likely to cause personal injury
  - Interfering with the free passage of staff or others
  - Use of hostile or aggressive language or gestures
  - Loud talking or disruptive physical behavior
  - Offensive behavior
  - Using electronic or communication devices in a manner that is disruptive
- **Inappropriate use of Library privileges or property**
  - Using Library privileges, materials, equipment, fixtures, furniture, buildings or grounds in any manner other than intended
  - Activities inconsistent with normal Library uses
  - Actions that may result in damage to Library property or the property of others
  - Placing signs, posters, bills or other advertising devices on Library property
  - Using another person's Library card for any reason

- **Illegal behavior or activity**
  - Any behavior or activity prohibited by law
  - Threatening or harassing behavior towards staff or others
  - Assaulting staff or others
  - Sexual misconduct or harassment
  - Selling or using drugs
  - Consuming alcohol or possessing an open container of liquor in the Library
  - Theft of Library materials or items belonging to others
  - Viewing or printing child pornography
  - Smoking in the Library
  
- **Noncompliance with Library staff**
  - Ignoring requests or disobeying the direction of a Library staff member
  - Failing to stop a prohibited behavior when asked to do so
  - Failing to leave when requested to do so for violations of the Patron Code of Conduct or Library policy