



WALLA WALLA COUNTY RURAL LIBRARY DISTRICT

MEETING ROOM POLICY

The Walla Walla County Rural Library District meeting rooms are operated by the District as a community service, and are intended to further the District's mission by facilitating the exchange of diverse information and ideas. The District's meeting rooms are used for programs sponsored by the Branch Libraries, Friends of the Library, or other Library-related organizations. When the meeting rooms are not being used by the District or Library-related organizations, the space will be available to the public on equal terms. Except for meetings held by state and local agencies that are exempt from open meeting law, meetings will be non-exclusive and will be open to the general public, regardless of the attendee's gender, race, ethnicity, age, disability, sexual orientation, veteran status, marital status, or religious or political affiliation.

The terms for public use of meeting rooms are:

- The meeting must be open to the public.
- Meetings cannot be partisan, commercial or religious in their purpose.
- No admission fees will be charged. No products or services may be advertised, solicited, or sold in branch library meeting rooms or on District property. In keeping with the mission of the District, information may be distributed at no charge. Use of meeting room space for fundraising is limited to Library-related activities.
- The space is intended for specific events. Regularly scheduled, on-going meetings may be scheduled with the approval of the Branch Manager. Scheduling will be limited when necessary to ensure equitable access to the facilities for the entire community.
- The District does not assume liability for injuries or damage to personal property or to persons which occur as a result of the actions of the sponsors or participants in meetings scheduled in Library facilities.
- A responsible adult must be in attendance whenever minors 8 and younger are present and assume responsibility for the period of use.
- The provision of meeting rooms for public use does not constitute Library endorsement of the beliefs or ideas expressed by organizations or individuals using the space. Events or meetings will not be publicized in a manner which suggests District sponsorship or affiliation.
- Smoking and alcoholic beverages are prohibited in District facilities.
- Users must observe the capacity limits of the rooms as determined by the fire code.
- Users assume responsibility for cleaning up after themselves and for any damage to District property resulting from their use of Library facilities. The District may assess charges for damage or cleaning.
- The District reserves the right to cancel a reservation for space if the space is required for use by the Library or Library-related organizations.

- The District retains the right to deny the space to any user whose planned use of the space does not comply with these terms or any other District policy. Violation of these terms and/or policies may result in denial of future access to the space.

The use of District Study Rooms are subject to this policy.

The Executive Director is responsible for the administration of this policy, for establishing administrative procedures as necessary for its implementation, and for making it available for the public.

Approved April 11, 2022.

Revised November 14, 2022.

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