Eagle Public Library

Meeting Rooms Policy

Adopted by the Board of Trustees
February 9, 2015

1. Purpose

The Board of Trustees of the Eagle Public Library make the Library's Meeting Room available to the public to further the Library's stated mission. The booking of a meeting space does not imply library endorsement of the content and speakers of meetings held in the Library. In making such space available, the Library Board aspires to meet the principles set forth in the Library Bill of Rights.

2. Definitions

- **Renters** are defined as LYNX! Consortium Libraries cardholders age 18 or older. Most groups and individuals fall into this category including all commercial ventures.
- Groups are considered **Not-for-Profit** when their mission serves an educational, cultural, charitable, political or civic purpose. Not-for-profits include 501(c)3, 501(c)4, 501(c)5, 501(c)6, 501(c)7, 501(c)8 corporations, as well as unincorporated associations, groups, or clubs. Commercial venture of any kind are excluded from this classification.
- **Partners** closely match the mission of the Library, serve the City of Eagle in a similar way to the library, or assist the Library in carrying out its own mission. This category includes the Friends of the Eagle Public Library and governmental bodies which are located within the City.
- **LYNX! Consortium Libraries** include the Eagle Public Library, Ada Community Library, Boise Public Library, Caldwell Public Library, Emmett Public Library, Garden City Library, Hailey Public Library, Meridian Library District, Mountain Home Public Library, Nampa Public Library, Twin Falls Public Library.
- **Meeting Rooms** include both the large community meeting space near the Library's lobby as well as the conference room located in the adult reading room.

3. Room Use Priority

- Library and City of Eagle sponsored events are given priority in scheduling use of the meeting rooms.
- Friends of the Eagle Public Library sponsored events such as the Friends Book Sales.
- All other organizations wishing to use the room for non-commercial use.

The Library will not cancel existing room use reservations except in emergency situations

4. Meetings

- Meeting rooms may be booked only by LYNX! Consortium Libraries cardholders age 18 or older.
- When not needed for Library use, meeting rooms are available on a first-come, first-served basis for meetings that are educational, cultural, political, civic, or charitable.
- All meetings must be open to the public without charge.
- Meetings may not disturb the normal operations of the library nor pose a safety hazard.

- The sale, advertising, solicitation or promotion of products or services is not allowed in the Library's meeting rooms.
- Except for Library sponsored or co-sponsored events, booking organizations or individuals may not charge admission fees, fundraise or collect donations before, during or after meetings. Off-site admission fees or pre-payment to attend a meeting are not allowed.
- Presentations that are primarily commercial in nature, rather than educational, are not permitted. Individuals who wish to be featured at a Library program should contact Library staff.
- Meeting rooms may not be booked more than three times per month.
- Meeting rooms may not be used for private social gatherings or parties.

5. Hours

Meetings may be scheduled for all hours when the Library is open. Meeting space is also available afterhours at an hourly surcharge.

6. Rental Rates

Fees are based on the category of the entity renting the meeting rooms : Renter, Not-for-Profit, or Partner. Contact the Library at 208-939-6814 to determine the category of a particular group.

All fees are non-refundable.
Rooms may be reserved in one hour blocks (minimum rental is two hours).

Category	Minimum Rental (2-hour minimum)	Each Additional Hour	After Hours Surcharge (per hour)
Renter	$50	$25	$60
Not-for-Profit	$0	$0	$60
Partner	$0	$0	$0

7. Reservations

Reservations may be made through the Library's website, in person, or by phone.

The Library reserves the right to cancel any reservation due to unforeseen circumstances, including those which reasonably cause the Library Director or designees to view the meeting as likely to materially and substantially interfere with the proper functioning of the Library or likely to create excessive noise or a significant safety hazard.

8. Responsibility of Users

Any person renting a room must have their own valid LYNX! Consortium Libraries card. This cardholder must check-in at the Circulation Desk before staff will open the meeting room in which the event is scheduled, and this cardholder must be present throughout the scheduled meeting or event.

A LYNX! Consortium Libraries cardholder requesting the use of a meeting space must assume legal responsibility for their group's activities in the Library. This cardholder must sign the application and agreement and see that the group follows all of the rules and regulations described in this policy. Any group that abuses the meeting room privilege shall lose the right to use the meeting rooms.

All users are responsible for complying with the provisions of the Americans with Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.

If refreshments are served, care must be given to the preservation of the library carpet and furnishings. Each group using a meeting room is responsible for providing their own serving equipment. Damage done to the facility or its furnishings will be billed to the Contact Person indicated on the Meeting Room Use Application form.

The Library is not responsible for any accidents that may occur on library property to individuals attending programs or meetings in the Library. Organizations using the meeting rooms will be held responsible for any accidents occurring as a result of the group's activities. Meeting room users will be held responsible for any damage to the Library building, groups, or equipment due to negligence or willful misconduct.

Users defined as Renters, in Section 2 above, must provide the Library with an agenda or programming information at the time the reservation is made.

At the conclusion of a meeting, the room must be returned to its original condition.

9. Liability

Groups or individuals using a meeting room are responsible for all damages to any property of the City of Eagle resulting directly or indirectly from the conduct of any member, officer, employee, agent or guest of the group.

All meeting room users agree to hold harmless the City of Eagle and the Eagle Public Library from and against any and all liability which may be imposed upon them or either of them for any injury to persons or property caused by the organization or any person connected with the meeting.

The City of Eagle and Eagle Public Library assume no responsibility for any property placed in the Library in connection with a meeting; and the City of Eagle and the Eagle Public Library are hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of use of a meeting room.

10. Amendment of Rules

The Library Director is authorized to establish reasonable regulations governing use of the meeting rooms and related fees. Based upon information contained in the application, the Library reserves the right to decline meeting room requests that do not meet the spirit of this policy.

The Eagle Public Library Board of Trustees reserves the right to review and amend this policy at any time.