

Meeting Room Policy

The Portneuf District Library has one meeting room suitable for small groups.

- The Idaho Room will hold up to 15 people
- Two study rooms are available on a first come first served basis and may not be reserved, except for library sponsored activities

General:

1. Library sponsored activities are given priority for use. Second priority is given to community members living in the library's district. Others may use the rooms if they are available.
2. Solicitation is prohibited on library property.
3. Smoking behaviors and alcohol are prohibited.
4. If a group meets consistently over the course of 6 months without cancellations, the library will consider that room/time slot reserved until the group no longer requires the space. Usage of the rooms is periodically reviewed and may be modified by library staff.
5. While library staff will be on hand to provide requested equipment, set up of the room (including the arrangement of chairs) is the responsibility of the group.

Disclaimer:

1. Use of the library's meeting room does not constitute library endorsement of the group's viewpoints or objectives.
2. The library cannot be held responsible for any group's private equipment and materials which they choose to use in the library.
3. Library staff shall not discriminate the use of its meeting room on the basis of political or religious beliefs, age, race, sex, national origin or on any other constitutionally or statutorily-prohibited basis.
4. The library reserves the right to deny or revoke a reservation, or terminate a meeting in progress, if library staff deem the meeting is disruptive to library operations, poses a threat to the community safety and welfare, or is in violation of the guidelines set forth in either the community behavior policy or this meeting room policy.

Reserving a Room:

1. Groups of four or more people may reserve a meeting room. Smaller groups may use the study rooms, if available.

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2. Rooms may be reserved up to three months in advance and no later than three days prior to the requested date(s).
3. Community members may reserve a meeting room through the Director, Assistant Director or Children's Librarian. All equipment needs must be stated at the time of reservation.
4. The Library must be notified in advance of room cancellation. Failure to notify the library of a cancellation may result in the loss of a group's deposit and may result in the denial of future room requests. Notification of cancellation should occur no later than one full business day prior to the event.

Fees:

1. For events using materials that may cause carpet stains or significantly dirty areas, (i.e. large quantities of food, paint, oils, etc.) a refundable deposit of \$100 is required to cover cleaning in the event of a mishap.
2. Events must take place during the Library's regularly scheduled hours unless prior approval has been given by the library director. Events that occur after the Library has closed shall be subject to an additional fee of \$30 per hour and are approved on a case-by-case basis.
3. Groups using meeting rooms are expected to return them to their original state. Cleaning costs and/or repair costs due to damage to any equipment shall be the responsibility of the group using the room. If costs or damages exceed the refundable deposit, the user(s) shall be required to pay the additional expenses. Failure to pay shall result in permanent cancellation of the user(s) future use of rooms and possible legal action by the Library.