



## **Meeting Space Usage Policy**

### **POLICY**

Preference for meeting room use is given to library programs, Friends of the Library groups, the Fort Vancouver Regional Library Foundation, and other FVRL sponsored activities. When meeting spaces are not being used by the library they will be made available to community groups and other users.

### **PURPOSE**

Fort Vancouver Regional Library District (FVRL) maintains meeting spaces in as many of its facilities as possible to offer a wide variety of programs for children, adults and families to appeal to the full range of interests and information needs of the community.

### **AVAILABILITY**

#### **Reservations**

Meeting rooms will be made available to the public on a first-come, first-served basis. Meetings must be free and open to the public. FVRL does not allow private meetings or events except at the Vancouver Community Library on a limited basis.

#### **Public use**

FVRL provides meeting rooms to users without discrimination, regardless of the beliefs or affiliations of individuals or groups requesting their use. FVRL endeavors to include a broad spectrum of opinions and a variety of viewpoints in library-initiated programs and exhibits.

#### **Private use**

Private use of library facilities is offered only at the Vancouver Community Library which allows some fee-based use of meeting rooms on a limited basis. [Click here for a full schedule of amenities and fees available at Vancouver Community Library.](#)

#### **Before or after hours use**

Some FVRL facilities (Stevenson, Goldendale, Vancouver, and White Salmon) allow limited use of meeting rooms while the library is closed.

## CONDITIONS OF USE

### **Set-up and take down**

Users are responsible for setting up and taking down any tables and chairs, and leaving the room in the condition they found it.

### **Equipment**

Most FVRL meeting rooms come equipped with some AV equipment and wifi internet access. Check with the specific branch for details. In general, no staff assistance is available to set up AV equipment prior to meetings.

### **Clean up**

Users must clean up after their event and remove any excess trash. Failure to leave the room in good condition may result in loss of privileges for meeting room use.

### **Endorsement**

FVRL sponsorship of a program or exhibit does not constitute an endorsement of the content of the program or the views expressed by participants.

### **Admission fees**

**Meetings and events must be without charge and open to the public.** No products or services may be advertised, solicited or sold in library meeting spaces or on library property. In keeping with the mission of FVRL, information may be distributed at no charge. The sale of works by presenters such as books, music or artwork will be allowed *with prior approval*. Collection of dues is permissible as part of the regular business of a non-profit organization.

### **Fund-raising**

Fund-raisers to benefit the library, sponsored by the Friends of the Library groups, Fort Vancouver Regional Library Foundation or other FVRL-related organizations will be allowed. When it furthers FVRL's mission to do so, the library may co-sponsor programs or exhibits with other agencies, organizations, institutions or individuals, including those that require a fee for attendance for cost recovery purposes.

### **Age limits**

In some cases, the nature and success of a program may require a limited attendance based on age.

## **Alcohol**

Alcohol consumption in FVRL facilities is allowed only when it meets the following established criteria: proof of the LIBRARY named as additional insured on the organization's policy, presence of a licensed bartender or a MAST trained server, and in compliance with all local and state laws. All events with alcohol must have the approval of the Executive Director.

## **Insurance**

FVRL may require proof of individual liability or special event coverage for some events. FVRL does not assume liability for injuries to persons or damage to personal property that occur as a result of the actions of the sponsors or participants in events held in library facilities.

## **Damage**

Users assume responsibility for any damage to FVRL property resulting from their use of library facilities. FVRL may assess charges for damage or other costs associated with use of the facility.

## **CANCELLATION, DENIAL AND APPEAL**

### **Cancellation**

It is occasionally necessary for the library to cancel a reservation due to extenuating circumstances. Every effort will be made to give at least 24 hour notice. Groups needing to cancel are asked to contact the library as soon as possible to make the room available to others.

### **Denial**

The Library retains the right to deny the space to any user whose planned use of the space does not comply with this policy.

### **Appeal**

Appeals may be presented to the Executive Director for reconsideration. Violation of this policy may result in denial of future access to the space.

## **ADMINISTRATION**

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

## **POLICY HISTORY**

Approved and adopted by the FVRL Board of Trustees:

- *Original Policy May 6, 1991*
- *Revised June 11, 1992*
- *Policy name revised for easier indexing, 2/10/03 (formerly titled Public Use of Meeting Rooms)*
- *Revised June 14, 2004*
- *Revised and combined with the Programs and Exhibits, Library Initiated policy, February 7, 2011*
- *Revised May 16, 2016*