

2.60 MEETING SPACE USE POLICY



Policy Statement

Richland Community Library provides meeting spaces to support the cultural, educational, informational, civic, and community needs of the public. When not needed for library-sponsored activities, designated meeting spaces may be reserved for use by individuals, community groups, and organizations in accordance with this policy.

Use of library meeting spaces does not constitute endorsement by the Library, its staff, or the Library Board of any group's beliefs, policies, or activities.

Library-sponsored programs and activities always receive priority in scheduling and use of meeting spaces.

Meeting and study rooms are intended for occasional and short-term use. To ensure equitable public access, recurring reservations by the same individual, group, or organization may be limited by the Library.

General Use Guidelines

- Meeting spaces are available during regular library operating hours.
- Meeting spaces are available for drop-in use on a first come, first served basis, except when previously reserved.
- Meeting spaces may be reserved up to one month in advance.
- The Library reserves the right to deny or cancel reservations due to:
 - Library operational needs
 - Scheduled library programming
 - Building emergencies or closures
 - Violation of this policy or other library policies
- Users of meeting spaces must comply with all Library policies, including the Patron Behavior Policy.
- Authorization to use a meeting space does not imply Library sponsorship, endorsement, or approval of a group, organization, event, service, or viewpoint.
- Advertising or publicity for events held at the Library may identify the Library as the event location only. Promotional materials may not imply that the Library sponsors, endorses, or is affiliated with the event, organization, or individual.

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- Use of the Library logo is prohibited without prior permission.

Reservations and Scheduling

- Meeting spaces may be reserved up to one month in advance.
- Reservations are limited to:
 - One reservation per group or individual per day, with a time limit of two hours, unless otherwise approved.
 - No more than 8 reservations per month for the same individual, group, or organization, unless otherwise approved.
- Study rooms are intended for short-term use and may be limited to:
 - Two hours per session
 - One reservation per day per individual or group
- The Library may limit recurring reservations or deny future reservations if use of a space by one individual or organization substantially limits public access to the room.
- Groups or individuals who fail to appear for scheduled reservations on more than three occasions without notice may lose reservation privileges.

Permitted and Prohibited Uses

- Meeting spaces may be used for educational, cultural, intellectual, charitable, civic, political, religious, nonprofit, or professional purposes consistent with applicable law and Library policy.
- The Library does not regulate meeting room use based on the viewpoints or beliefs of individuals or groups using the space.
- No general admission fees may be charged for meetings or programs open to the public.
- Commercial sales activities, fundraising events, raffles, retail operations, or merchandise sales are prohibited unless sponsored by the Library or expressly approved by the Library Director.
- Individuals may use meeting rooms for tutoring, educational instruction, consulting, interviews, small business meetings, or similar professional activities, provided that:
 - The activity does not disrupt library operations
 - The room is not used for activity that may constitute a primary or ongoing source of income. Incidental or nominal fees (e.g., for tutoring) are permitted.
 - Reservations comply with scheduling limits
 - Advertising does not imply Library sponsorship or partnership

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- Library meeting spaces may not be used as a business mailing address, business registration address, or primary office location.
- Users may not solicit business, sell goods or services, or distribute commercial materials on Library property.

Room Use Expectations

- Room capacity limits must be observed at all times.
- Tables and chairs may be rearranged but must be returned to their original configuration after use.
- Food and beverages are permitted. Users are responsible for cleanup and disposal of all materials brought into the room.
- The reserving individual or organization is responsible for any damage to Library property.
- Excessive noise or activities that disrupt normal Library operations are prohibited.
- Library staff may enter meeting spaces at any time to ensure compliance with Library policies and procedures.

Minors

- Groups involving minors must have adequate adult supervision.
- The reserving adult is financially responsible for any damages or policy violations associated with the use of the room.

Disclaimer and Liability

- The Library is not responsible for loss, theft, or damage to personal property brought into meeting spaces.
- Use of meeting spaces is at the user's own risk.

Violations and Appeals

The Library Director or designee may suspend or deny meeting room privileges for violations of this policy or other Library policies.

Appeals may be submitted first to the Library Director and subsequently to the Library Board.

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