

# Meeting Space Usage Policy



## Statement of Authority

When meeting spaces are not being used by the Library, Library-related organizations or the City of Lewiston, meeting space will be available to the public on equal terms, regardless of the beliefs or affiliations of individuals or groups requesting their use. The Library reserves the right to restrict or deny usage.

The Lewiston City Library offers free use of meeting room space for meetings and programs that serve an educational, cultural, civic, or recreational purpose. Meetings and programs held in the library's meeting room must be free, open, and of potential interest to the general public.

Non-library sponsored meetings must be open to the public at large and may not be restricted to the membership of the sponsoring organization. This means that any member of the public that sees a meeting taking place may enter and participate.

The Library limits the use of the meeting room to non-profits and individuals rather than commercial or business use. The goal of library spaces is for a "benefit to the public", not a personal or commercial enterprise gain. The Library does not allow investment groups, financial groups, health/nutrition or other practitioners, etc. to use the meeting room as the motivation for use of the meeting room is seen as personal or commercial gain.

Designated Library staff members have the authority to approve, renew, or reject requests for use of the meeting rooms and facility. The Library reserves the right to cancel meeting reservations when unforeseen circumstances such as power outages, weather conditions, elections, or conflicts with Library/City affiliated or sponsored events occur. The Lewiston City Library Board of Trustees holds ultimate authority.

The Lewiston City Library staff asks that any organization or group using the meeting room facilities abide by the following guidelines. Library staff are available to answer any questions.

- Religious services are excluded. Discussion or study groups studying religious topics are permitted.
- Food and drink may be consumed in the meeting room as long as the food or drinks are individually packaged and do not have to be maintained at a certain temperatures. Foods such as packaged snacks, individual containers of soda, whole pieces of fruit, cookies, etc. are acceptable. Food items such as sandwiches, boxed lunches, fast food, pizza, etc. that are not individually packaged and that must be maintained at certain hot or cold temperatures in order to prevent foodborne illnesses, are not allowed.
- Any action or event by a campaign committee or group designed specifically to promote or oppose a candidate or ballot issue is not permitted. Meetings at which candidates will discuss current election issues are permitted provided the event is hosted by a non-partisan, non-profit organization (i.e. League of Women Voters) and all candidates for

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the same office have been invited. Meetings held by a campaign committee or political party/group to plan a campaign or political activity are permissible. Also permissible are meetings held by elected officials to gather input or communicate with his/her constituents.

- Items may not be sold in the meeting room, with the exception that with the Director's approval, Library sponsored groups may sell items when the proceeds benefit the library, as with the Lewiston Friends of the Library book sales. Authors and other media creators may sell their book or media in connection with the library-sponsored book signings, media presentations, or speeches.
- Meeting rooms may not be used for social gatherings such as showers, parties, receptions, etc.

Usage of the room will be denied to any organization or group for the following infractions:

- Whose purpose is illegal.
- Who charge a fee to attend the meeting or training.
- Whose activity does not have adult sponsorship.
- Inclusion of false information in the Meeting Room Application.
- Whose conduct would interfere with the proper functioning of the Library. Examples of such conduct would include activities that produce excessive noise or that would require the use of a significant portion of available public parking.
- Who fail to notify the Library of cancellations of meetings on two (2) or more occasions.
- Who fail to follow these policies and procedures.

## Reservations

Individuals and groups wishing to use a meeting room may make advance booking for a **maximum of two (2) uses per month**. The meeting room may be **booked two (2) months in advance following the current month**. (For example, beginning on March 1st, a group could book the meeting room for any time in April or May.) Exceptions may be made for classes offered for the public by government agencies.

Meeting rooms must be booked at least 12 hours in advance of the scheduled meeting. The organization wishing to reserve a room at the Library will designate one of membership or group as the official contact person with whom the Library staff will have contact.

The number of members or attendees in an organization or group attending the meeting should be appropriate to the size of the room reserved. Smaller groups may not reserve the larger meeting rooms in advance, but are permitted to use them on a first come, first served basis, depending on availability.

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The individual making the reservation, as well as the membership of the group as a whole, agree to indemnify and hold the City harmless from and against any and all losses, expenses, demands, and claims made against the City arising in any manner from such group's use of the library facilities.

## After-hour Usage

Please see usage agreement for security deposit and terms.

## Insurance and Liability

All organizations, excluding the City, must have commercial liability insurance in the minimum amount of \$1Million per occurrence/aggregate for after-hour usage, and name the Board of Trustees of the Lewiston City Library, its officers and employees, as additional insureds on the policy. If organizations intend to serve alcohol, the organization must have liquor liability insurance with a minimum of \$1Million per occurrence/aggregate, and name the Board of Trustees of the Lewiston City Library, its officers and employees, as additional insureds. Certificates of insurance verifying coverage must be provided in advance of the event.

The Library does not provide catering services and does not possess a license to service alcoholic beverages. Any renter desiring to serve food must make arrangements with a caterer acceptable to the Library and comply with all health laws. The Library must be made aware of the use of kerosene, canned heat, and other flammable heat sources and will approve their use on a case-by-case basis. Renters desiring to serve alcohol must obtain the appropriate liquor license and provide the Library with a copy of the liquor license in advance of the event.

## Cancellations

The Library should be called and given 24 hour advance notice of a cancelation. **Failure to notify the Library within the requested time on two (2) or more occasions may result in loss of future meeting room privileges.** Notifying the Library of cancellations ensures that other groups or organizations have access to the meeting room.

## Courtesy

- Lewiston City Library meeting rooms may be used by the public during open hours.
- Costs for restoring condition of the room may be billed; for example, putting away chairs or cleaning coffee or food spills.
- Telephone messages for individuals or groups using the meeting room will not be taken by library staff.
- The capacity for the room(s), as determined by the Fire Marshall, will be observed at all times.

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- Alcoholic beverages may be served or consumed on Library property for library-related fundraising events only and as permitted and approved by the City Of Lewiston.
- Smoking is not permitted in the library facility.
- No open flames such as candles are permitted.
- Wi-Fi access is available in the meeting rooms.
- Permission to use the room includes the ordinary use of furniture and fixtures, including chairs and tables. Cooking and/or food preparation will not be allowed. The Library does not provide coffee pots.
- Arrangement of furniture and setting-up of furniture is to be done by the group or persons using the room. Each organization and persons using the room shall be responsible for cleaning up and placing all tables, chairs, and other furniture in storage room(s) before leaving.
- Groups or individuals must provide their own supplies such as paper, pencils, and markers.
- Nothing may be affixed or mounted in any way to the walls of the meeting room, except where tackable surfaces are provided. If you are planning to post materials, please do so with blue tape/painters tape.
- Distribution of pamphlets, leaflets, etc., and solicitation for the purchase of goods or services by persons or organizations using the meeting room will not be permitted outside of the room.

## Endorsement

Use of Library meeting rooms does not constitute an endorsement by the Library of a program or point of view expressed.

No advertisement or announcement implying such endorsement is permitted. In order to establish the fact that the Library is not sponsoring the meeting, all publicity that uses the name of the Library **must include the following statement:**

“Sponsored by XYZ Neighborhood Guild” (name of the organization booking the room).

An organization may not use the name and address of the Library as its headquarters or as the official address of the organization. The organization may not use the Library’s address or telephone number for registration or for information regarding the meeting or the organization.

Publicity for events conducted in Lewiston City Library meeting rooms that are by organizations not connected with the Library/City should in no way imply or suggest sponsorship of the event.

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## **Damages**

Any group that damages library property will be liable for costs incurred in connection with such damage and may lose the privilege of using meeting rooms in the future.

## **Board Policy**

**Adopted by Lewiston City Library Board of Trustees, August 21, 2013. Revised June 21, 2017.**