



Meeting Room Policy

Last adopted February 13, 2017

Meeting rooms in the District's libraries are primarily used for library programs and events, but they are also available for private and community meetings and events. Meetings held outside of library hours will require the hiring of an approved security guard. Any issues not covered in these policies will be resolved by discussion with the Programs Manager and the Director or Associate Director.

To request meeting room use, interested parties must read Meeting Room Rules (online) and fill out a Meeting Room Request form. A staff member will follow up by email.

Community Groups and Nonprofits

Subject to room availability and library scheduling constraints, community and nonprofit groups may be approved to use a meeting room during library hours for educational, civic, or charitable pursuits. Such use is generally limited to groups with fewer than 30 people and requires advance notice.

Town Hall Meetings and Candidate Forums

Subject to room availability and library scheduling constraints, community groups may be approved to conduct public town hall meetings or candidate forums. The group organizing the event is considered the host and is responsible for all setup, cleanup, and PR.

All candidates must be invited to participate in candidate forums. The hosting group must supply a moderator and establish rules for the forum. Town hall meetings may be hosted by an elected official. Any meetings that are not open to the public are considered private and will fall under the meeting room policy for private events.

Private Meetings

Subject to room availability and library scheduling constraints, large library meeting rooms may be booked for private use for adult events for a fee. The fee schedule and rules are posted on the library website. Rental may be constrained by minimum rental time, deposits, additional fees beyond rental, requirements of a security guard, and start and ending times. All fees are due at the time of reservation and no refunds will be made for events cancelled fewer than 7 days before the event.

All advertising for private events must include the statement: *This event is not affiliated with or sponsored by the Westbank Community Library District.* The library's phone number should not be given out as a contact for inquiries about the event.

A list of rules will be provided to the lessor. The library reserves the right to reschedule an event in case of emergency or unforeseen circumstances.

Tutors

Tutors are welcome to tutor in shared library spaces if they can do so without disturbing others. Tutors are limited to working with three students or fewer at a time.