

	<p>Policy Title Community Rooms Policy</p>	<p>Policy Number 8.1</p>
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I. **Purpose**

The purpose of this policy is to outline the intention for and way community members may reserve and use the Camas Public Library’s community and study rooms, and their responsibilities in doing so.

II. **Intention**

The community rooms are intended to help fulfill the Library's mission, vision, values, and equity statements. Community rooms are used for programs, meetings, and events sponsored by the Library and other Library- or City of Camas-related organizations. When Library activities are not taking place, other groups may use the rooms for lawful purposes and in a manner which complies with all local, state, and federal laws.

The Library intends to create a limited public forum in which public uses are consistent with the City’s civic mission and which would not interfere with the governmental functions of the City¹. Public community room use does not constitute the Library’s endorsement of the beliefs or ideas expressed by organizations or individuals using the space. Meetings should not be publicized in a manner that suggests Library sponsorship or affiliation. If an organization partners with the Library to host an event, the Library will produce marketing materials to ensure standard communications protocols are met.

III. **Definitions**

All functions should be non-exclusive and open to the public. If not open to the public, private function fees will apply. For definitions of these terms, consult the following.

a. Type of Room

i. Community Rooms

The Library has two large meeting rooms on its second floor designated as community rooms. These can also be combined to create a larger great room. Groups must fill out an online application prior to borrowing a community room.

Unless otherwise noted, this policy applies to community rooms.

ii. Study Rooms

The Library offers three smaller meeting room spaces designated as study rooms. These rooms do not require an application nor are they assessed any fees. These rooms are reserved online. They may be booked for up to 3 hours per day and up to one month in advance of the reservation date.

Study rooms may not be used by profit-making ventures or by representatives of profit-making companies and/or organizations or businesses to advertise, promote, or sell their goods or services.

All users of study rooms must apply to the Policy 2.3-Rules of Conduct..

b. Type of Function

i. Public

Any event that the applicant invites the public to join.

ii. Private

Any event that the public may not be invited to join by the applicant, such as birthday parties, playgroups, meetings in which the organization’s private details may be discussed, etc.

- c. Type of Group
 - i. Non-Profit
Any group with 501(c)3 status.
 - ii. Community Group
A local organization whose mission has an ultimately positive impact on their community.
 - iii. For-Profit
Any organization which operates with the goal of making money.
 - iv. Private
An individual or group not affiliated with a community group or whose organization does not fit into any of the following: non-profit, profit, community group.

IV. Community Room Reservations

Room reservations may be requested online using the Library's room reservation system. Reservations will not be accepted unless the applicant has agreed to the user responsibilities articulated in this policy and rooms may not be borrowed until all applicable fees are paid. Community room reservations are not transferable from one group to another.

- a. Availability
 - i. Community rooms are available during the Library's open hours.
 - ii. Rooms may be reserved up to three months in advance of the reservation date.
 - 1. Reservations for recurring events must be renewed every three months. Recurring meetings may not be booked for more than three consecutive weeks to ensure access for all community groups.
 - iii. For an additional cost, the kitchen is available in conjunction with either community room.
 - iv. Equipment is available for use to checkout at no additional cost. Options are listed when reserving community rooms.
 - v. Rooms are available during the window of the reservation. If applicants require set-up or take-down time, they should factor that into the reservation. Groups will not be allowed into the Library prior to opening unless it has been previously approved by staff. For those reserving rooms at the end of the Library's open hours, all community rooms must be vacated 15 minutes before the Library closes.
 - vi. Rooms are booked only to adults. Youth groups may use the rooms if a responsible adult has been designated and is present at all times.
 - vii. Occupancy limits for each room (and combined rooms) are listed in the online application. Reservations should be made only if the anticipated attendance is lower than the limits posted.
 - viii. Meetings that interfere with normal Library functions will not be permitted.
 - ix. Groups may not sell, promote, or advertise their services on the premises. They may not charge fees in association with an event or meeting at the Library, regardless if the fee is collected on or off Library premises. These fees include, but are not limited to donations, entry costs, membership dues, registration, or the purchase of supplies. Exception may be made for fundraisers in which proceeds benefit the Library and/or its support organizations.
 - x. When necessary, scheduling may be limited at the discretion of the Library Director to ensure equitable access to the facilities for the entire community.

V. User Responsibilities

All applicants must agree to the following user responsibilities prior to submitting a room reservation. Failure to comply with these requirements may result in discontinued eligibility for community room use.

- a. Conduct
 - i. All users must abide by Policy 2.3-Rules of Conduct.
 - ii. The occupancy limits posted by the City of Camas Fire Department shall be observed.

- b. Equipment
 - i. All users shall be responsible for the repair and/or replacement of equipment or property damage beyond normal wear.
 - ii. For equipment which requires a wireless connection, the Library assumes the applicant has read and agreed to Policy 6.1-Internet/Personal Device Acceptable Use.
- c. Refreshments
 - i. Light refreshments may be served in the community rooms. Catered and/or prepared food may be brought in. If food preparation is required, the kitchen is available for an additional fee. Health department restrictions may apply.
 - ii. If a group serves light refreshments or uses crafting supplies, they must also adhere to a community room cleanup inspection by Library staff. If food, stains, or spills are discovered after the group has vacated the room, a cleaning fee will be charged. This fee must be paid before any community rooms can be scheduled in the future.
 - iii. Alcoholic beverages are not permitted except under the terms of Policy 8.2-Alcohol Guidelines.
- d. Second Story Gallery
 - i. Meeting materials, displays, and any peripherals must be contained within the community room itself, and cannot extend into the Second Story Gallery.
 - ii. No food or beverages are to be served or prepared in the Second Story Gallery.
- e. Set-Up
 - i. Users must provide all their own meeting supplies, including paper products, kitchen utensils, coffee, etc.
 - ii. Community room tables and chairs will not be arranged prior to a non-Library event. It is the responsibility of the applicant to allow time before and after the event for room setup and break down. Extra tables and chairs are available upon request.
 - iii. No tacks, pins, or transparent tape are allowed on the painted walls or white board.
- f. Clean Up
 - i. Rooms must be returned to their normal configuration, a diagram of which is posted on each community room wall.
 - ii. The room divider must be operated by Library staff only.
 - iii. If beverages and/or snacks are served, the tabletops must be cleaned, the carpet vacuumed, and the garbage stowed in the trash can.
 - iv. If the kitchen is used, the applicant agrees to:
 - 1. Rinse and unplug the coffee maker and dispose of any used filters.
 - 2. Wipe the counters and the sink, leaving dishcloths in the sink for Library staff to wash.
 - 3. Ensure the stove is turned off.
 - 4. Remove any items added to the refrigerator.
 - v. Room set-up and clean up (including the kitchen, if used) are the responsibility of the applicant and are included in the time allotted and charged for each event.
 - vi. After private functions, the room(s) will be inspected. Once Library staff determines that the room is sufficiently cleaned and that no damage to property or equipment has occurred, they will approve the return of the cleaning deposit.

VI. Fees

- a. Fees for community rooms are outlined in the City of Camas Fee Schedule.

- b. To qualify for a waiver of fees, the type of function must be public and the type of group must be non-profit or community.
- c. Two payments will be required: One payment for the cost of the room, and the other for the cleaning deposit. These are due prior to the event.
- d. Functions that take place before or after Library business hours will incur a staffing fee and must be approved in advance.
- e. An additional fee will be applied to any group when a meeting extends beyond Library hours. Groups will be charged the after-hours staffing fee in increments of 15 minutes.

VII. Administration

- a. The Library Director or designee is responsible for the administration of this policy, for establishing administrative procedures for its implementation, and for making it available to the public.
- b. The Library does not assume liability for injury or damage to personal property which occurs because of the actions of the sponsors or participants in an event scheduled at the Library.
- c. The applicant of the community room agrees to defend, indemnify and hold harmless the City of Camas, the Camas Public Library and its officers, employees, agents, elected officials, and volunteers hereinafter referred to collectively as “the City” from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of the Library or from any activity, work or thing done, permitted, or suffered by the applicant in or about the Library, except only such injury or damage as shall have been occasioned by the sole negligence of the City.
- d. Any request for changes in regulations, fees, or meeting areas must be made in writing and submitted in advance to the Library Director for approval.
- e. When necessary, scheduling may be limited at the discretion of the Library Director to ensure equitable access to the facilities for the entire community.

¹ Public meeting rooms shall be utilized for events which are non-political in nature. The meeting rooms are public facilities subject to the provisions of RCW Chapter 42.17A and Public Disclosure Commission guidelines relating to use of such facilities in campaigns. Pursuant to the guidelines the use of meeting facilities is authorized when the facility is a neutral forum and the City is not actively endorsing or supporting the activity that is occurring. It is the policy of the City of Camas to provide access to public facilities for use in an equal non-discriminatory manner subject to users’ compliance with applicable laws.

For events which are political in nature, the City requires the use to be consistent with RCW Chapter 42.17A and the guidelines adopted by the Public Disclosure Commission and the Responsible Party shall ensure said compliance. Public community room use does not constitute the City’s endorsement of the organization holding the event and meetings should not be published in a manner which suggests City sponsorship or affiliation.

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