



# PUYALLUP *Public* LIBRARY

Est. 1913

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TITLE: MEETING AND STUDY ROOM USE POLICY	POLICY NUMBER: 16.2.1
EFFECTIVE: July, 2019	REVIEW DATE: July, 2022
AUTHORIZED BY: LIBRARY ADVISORY BOARD	
SUPERCEDES: MEETING AND STUDY ROOM POLICY REVISED October 2006, January 2009, November 2011, June 2013, July 2016	

**Purpose:** The Puyallup Public Library is a publicly funded institution offering meeting and study room space for use by the public. The intent of this policy is to make the Library's meeting room space available as equitably as possible and to outline conditions for use.

**Scope:** Applies to all meeting and study rooms in the Puyallup Public Library (hereafter referred to as PPL)

**Definitions:** There are three meeting rooms located downstairs in the library. These rooms are known as the "North Room," "South Room" and the "Board Room." Study rooms are located on both floors and are known as "The Jim Taylor Study Room" (upstairs), "The Altrusa Study Room" (upstairs) and the "Innes Study Room" (downstairs).

**Policy:** All meeting and study rooms are free of charge on a first come first served basis. All meetings in the meeting rooms must be open to the public at no cost and may not be restricted to any particular group. Private meetings may be held only in study rooms.

The Library reserves the right to cancel reserved use of the meeting and study rooms. As much notice as is reasonably possible will be given. The Library Services Director or designee shall have the authority to approve or reject requests for use of the rooms.

Meeting Rooms may only be booked by adults 18 years or older. Study rooms may be booked by anyone 12 and older.

Groups must not use advertising/publicity which implies that their programs are sponsored, co-sponsored or approved by the library without written permission from the Library Services Director or designee.

Reservations are accepted up to three months in advance. Bookings shall be limited to one booking/use per month per group unless otherwise approved by the Library Services Director or designee.

No admission charge may be made nor a collection taken except for Library sponsored activities. No articles may be sold, not even for the benefit of charitable, educational or non-profit organizations with the exception of the Friends of the Library or the Library Foundation.

Booking priorities for meeting and study rooms are as follows:

1. Library sponsored or co-sponsored programs.
2. City sponsored or co-sponsored programs.
3. Community, cultural, educational, charitable or civic groups who operate under a Non-Profit status.
4. Community groups including religious, political, governmental or neighborhood based.
5. Study groups, hobby clubs, or free classes (such as exercise, crafts, chess clubs, etc.).
6. Private groups (study rooms only).

No birthday, anniversary, holiday, wedding parties, showers or other such private gatherings will be allowed in either meeting or study rooms. Exceptions may be made for library and/or city staff functions as determined by the Library Services Director or designee.

For profit groups, private groups without a Non-Profit status or any "informal" community group whose function is to support or promote private enterprise may use the rooms one time per month for no longer than three hours. Examples of such types of groups include Home Owner's Associations, private businesses (including staff functions and training) and groups ultimately promoting products or sales even if the sales do not take place in the library or meeting rooms (ie—Avon, LuLaRoe or other pyramid schemed sales companies).

The applicant is responsible for the reasonable care of the room including the removal and disposal of any garbage/trash generated by their meeting. Groups are required to clean the room, including the kitchenettes before they leave and return the furniture to the configuration posted on the walls. Chairs must be neatly stacked. Applicants will be held responsible for any damage that occurs to the room or equipment during the meeting.

Attendance must not exceed the posted capacity of the meeting room. Smaller groups may be asked to move to a smaller room to accommodate larger groups.

The library will not provide storage for any group. Exceptions may be made for library-sponsored groups on approval of the Library Services Director or designee.

Groups must provide Americans with Disabilities Act (ADA) accommodations when requested.

Groups must notify the library 24 hours before a meeting if it must be canceled. Meetings must be booked at least 48 hours in advance. Groups who book rooms but do not show up or provide at least 24 hours' notice on two or more occasions may be barred from meeting room use either temporarily or permanently as determined by the Library Services Director or designee.

Any use of the rooms that disturbs regular library operations is not permitted.

***Failure to comply with these rules will result in temporary or permanent withdrawal of room reservation privileges as determined by the Library Services Director.***

The library has a limited amount of equipment to use upon request. The applicant is responsible for proper use of the equipment and for checking out accessories. If they are not returned or if any equipment is damaged, the applicant will be charged the current replacement value of each item. Library staff cannot provide tutorials on use of the equipment.

Adopted by the City of Puyallup Library Board of Trustees, July 15, 2019.

Veethambury  
President, Library Advisory Board

2019.9.30  
Date