



## Twin Falls Public Library Meeting Room Policy

The Twin Falls Public Library offers meeting room space to the public for educational, cultural, and civic purposes, subject to the rules outlined below.

The Board of Trustees endorses Article VI in the American Library Association Bill of Rights which states: "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

The Twin Falls Public Library does not advocate or endorse the viewpoints of meetings or meeting room users.

### Procedures:

1. All organizations must complete and submit a Meeting Room Application three business days before the meeting date.
2. Please review the meeting room rules and procedures before reserving room. To reserve a room, visit the library's website at [tfpl.org](http://tfpl.org)
3. The application will be reviewed and approved or denied based on the Twin Falls Public Library Meeting Room Policy, Rules of Use.
4. Any applicant denied using a library meeting room may appeal the denial in writing to the director. The director will review the application and respond in writing. If the director denies the appeal, the applicant can submit an appeal in writing to the Library Board of Trustees within ten business days. The library will notify the applicant if the board decides to address the request at their regular board meeting.

### Available Rooms

#### Program Room

No fee - Maximum occupancy - 40 (1-4 hrs) - A fee for extraordinary custodial service will be assessed up to \$100 if any room is left in a condition that would require more than normal cleaning.

*\*This room has the capability to open up to an additional room, creating a maximum occupancy of 70. This would need prior approval by the Library Director.*

#### Meeting Room

No fee - Maximum occupancy - 12 (1-2 hrs) - A fee for extraordinary custodial service will be assessed up to \$100 if any room is left in a condition that would require more than normal cleaning.

### Meeting Room Use Terms:

1. Twin Falls Public Library programs, Twin Falls Library Foundation programs, and sponsored events have priority in the use of meeting room space. The library reserves the right to reschedule confirmed meeting room reservations to accommodate library-sponsored programs and events. Cancellations by either the group or the library must be made 24 hours in advance of the meeting date.
2. Reservations of meeting rooms may be made three months in advance. Use is granted on a first-come, first-serve basis. Use of the meeting rooms may be limited to once per month for each group, due to limited meeting room space.
3. Meeting rooms are available during library hours. Meetings must adjourn 15 minutes before closing time.
4. An adult age 18 or older must sign the Library Meeting Room Application, and at least one adult age 18 or older must be present when youth groups use the meeting room.
5. All meetings shall be open to the public.

6. No fee may be charged for admission to a meeting in a library meeting room. It is understood that legitimate dues and membership fees do not constitute admission fees.
7. Onsite sales of goods or services are prohibited unless expressly permitted in advance by the Library Director.
8. Rooms may not be reserved or used for personal purposes. This includes, but is not limited to, birthday and anniversary parties, weddings, funerals, other personal celebrations, musical recitals or individual practice sessions.
9. Light refreshments may be served, but groups may not prepare food on library property. Groups are responsible for cleanup. A fee for extraordinary custodial service will be assessed up to \$100 if any room is left in a condition that would require more than normal cleaning.
10. No alcoholic beverages shall be served or consumed.
11. In compliance with Idaho State law, no smoking is permitted within any public building, including the Twin Falls Public Library.
12. Tables and chairs are available at each location. The group is responsible for set-up and take-down. Additional equipment may be made available upon prior request. Meeting rooms must be left clean, in good repair and in the same condition as found. 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.
13. In publicizing a meeting to be held in a library meeting room, the sponsoring group must be clearly identified. No group may list the Library as a host, partner or sponsor without prior express written permission from the Library Director or designee. Absent such permission, any printed or electronic advertisement or notification of a meeting to take place at the Library must include a disclaimer that the meeting or event is not sponsored or endorsed by the Library.
14. The library is not responsible for theft of or damage to property brought into a library meeting room.
15. Each group is responsible for ensuring that attendance at its meeting does not exceed the maximum occupancy for the meeting room as set by the Fire Marshall.
16. All organizations using a library meeting room must comply with these rules and with the Twin Falls Public Library's Rules of Conduct. Failure to comply with the rules may lead to immediate termination of the meeting, exclusion of individuals from library premises pursuant to the rules, and/or loss of future meeting room use privileges.
17. The Library reserves the right to refuse or revoke permission to use any meeting room.
18. The Library Director may approve exceptions to any of these terms. The Board of Trustees of the Twin Falls Public Library may amend the Meeting Room Use policy at any time.

#### Waiver of Liability: Indemnification Statement

In consideration of the use of a Twin Falls Public Library Meeting Room, the person and/or organization requesting the reservation expressly agrees and contracts that:

1. The person and organization will pay for all damage to any property of the Twin Falls Public Library resulting directly or indirectly from the conduct of any member, officer, employee, or agent of the organization, or of any invitees; and
2. The person and organization will save and hold harmless and indemnify the Twin Falls Public Library from and against any and all liability that may be imposed upon it, or upon any of its employees, contractors, or agents, for any injury to persons or property caused by the person and/or organizations requesting the reservation, or by any invitee, or by any other person.

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