

## Meeting Room Policy

The Board of Trustees of the Idaho Falls Public Library recognizes that the library facility is an important community asset. Accordingly, it is the policy of the Board to make the library meeting rooms available on a limited basis to residents of the Library Service Area (LSA) for cultural, educational, instructional, training and other purposes. The primary purpose of the library is to provide library services to the community so public or private use of the library meeting rooms should not unreasonably disrupt these services.

Public use of meeting rooms cannot be without restriction because usage must be safe and not undermine the Library's other functions. Thus, the Director or designee will establish rules and guidelines for the reservation and use of meeting rooms.

For and in consideration of the use of the library meeting rooms, any person or group using the room shall agree to indemnify and hold harmless the City of Idaho Falls, the Idaho Falls Public Library and their agents, designees, assignee, or employee and their representatives from and against any and all claims, demands, judgments, settlements, damages, actions, causes of actions, injuries, administrative orders, consent agreements and orders, - liabilities, penalties, costs and expenses of any kind whatsoever, which may arise or be asserted, directly or indirectly, with regard to the use of the room.

The Library may cancel use of the library meeting room(s) because of adverse weather conditions or for other emergency reasons. In no event shall the library be liable for any damages whatsoever under any theory (including without limitation, special, incidental, consequential, or indirect damages for loss of profits or any other pecuniary loss) that may arise out of the library's cancellation of the use of the library meeting rooms under this section.

The Library reserves the right to reject any application and to withdraw previously granted permission for use of the library meeting room(s) for violation of meeting room rules and guidelines at the sole discretion of the Director and/or Library Board. Permission to use the library meeting rooms does not constitute a lease.

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### Meeting Room Rules & Guidelines

Meeting room usage is subject to the following rules and guidelines.

Unless sponsored or co-sponsored by the Library, no fee may be charged to attend any meeting held in the Library.

**Rooms can only be reserved by those holding a current library membership. The person reserving the room, must attend the meeting for which the room is reserved.**

People without a current library membership are encouraged to purchase a membership or to inquire about room rental at the Skyline Activity Center of the Parks and Recreation Department at 208.612.8480. Exceptions may be made by the Library Director, if in the Director's judgment, doing so would be in the interest of the library or library patrons

**The Library does not set up or take down rooms. Those using the room will be responsible to reserve time enough to set up table and chairs if needed, and to take down the same after the event.**

Audio visual equipment is not provided. If equipment is needed for a meeting, those reserving the room will need to bring their own audio-visual equipment.

Library-sponsored activities and other City of Idaho Falls departments are given priority in the use of meeting rooms and may be exempt from these guidelines.

Commercial or educational activities encompassing more than one meeting are prohibited, unless advanced written permission is obtained from the Library Director.

Meeting rooms are only available at times and locations that do not conflict with daily operations of the library. Meeting rooms may be available outside of the Library's open hours only at the discretion of the Library Director or designee and additional charges or fees may be imposed.

Reservations will only be taken for meetings with an anticipated attendance of two (2) or more people and upon agreement to follow the Library Meeting Room Policy and the Meeting Room Rules and Guidelines.

Written permission from the Library Director is required to make more than four (4) total pending reservations, or to reserve library meeting rooms for more than three (3) months in advance. Library-sponsored activities, Library auxiliary groups, the City of Idaho Falls and its Departments and agencies are exempt from these reservation requirements.

Meetings that do not begin within fifteen (15) minutes following their reserved start time may forfeit the use of the library meeting room.

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Allowing anyone to meet at the Library does not constitute a comment or an endorsement or approval by the library staff, Library Board or City of the beliefs or viewpoints expressed. No one 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 shall include a disclaimer that the meeting or event is not sponsored or endorsed by the Library. The reservation may be cancelled where a disclaimer is not included in publicity and advertisement of the meeting.

The Friends of the Idaho Falls Public Library, Inc. and the Idaho Falls Public Library Foundation, Inc. may use the name and address of Idaho Falls Public Library as the headquarters and official address of the organization. No other group may do so.

All news releases, publicity or advertisements relating to any program or meeting held in one of the library meeting rooms shall clearly state the name of the sponsor, and shall not imply in any manner that the program or meeting is sponsored by the Library, unless the Library has formally agreed to co-sponsorship.

The Library shall not be held responsible for any lost or damaged property before, during or after a meeting.

**Individuals reserving library meeting rooms must attend the meeting for which they have reserved the room. Failure to do so, may result in the cancellation of the reservation.**

Individuals reserving library meeting rooms agree to be responsible for all damage to any property of the City of Idaho Falls resulting directly or indirectly from the conduct of anyone attending a meeting for which they have made a reservation.

The Library reserves the right to deny or revoke a reservation and permission to use a meeting room at any time if the particular usage is disruptive to the Library's normal course of business, violates the Library's Rules of Conduct policy or any other Library policy or regulation, or violates any local, state or federal law.