

Policy Title	Library Meeting Room Use		
Approval Date	April 21, 2026	Revision Date	
Related Policies	Access to Library Services Code of Conduct Emergency Closure of Facilities Exhibits And Displays Facility Use for Political Purposes		
Statutory Reference	RCW 42.17A.555 WAC 390-05-271		
Purpose	To provide guidelines for the use of library meeting rooms by the public or otherwise not hosted or co-sponsored by Lopez Island Library District or for government agencies using the rooms for government purposes.		

In the event of the amendment of any law, regulation, or ordinance incorporated into this policy or upon which this policy relies, the policy shall be deemed amended in conformance with those changes.

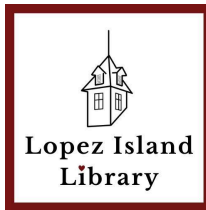
In cases where this policy conflicts with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, Lopez Island Library District (“LILD” “Library”) policies and practices prevail.

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

Policy:

Background

As part of its normal and regular conduct, the LILD provides free access to and communication of ideas and information that reflect the broad range of interests of the communities we serve. In keeping with the fundamental principles provided by the First Amendment, and in accordance with applicable law, the Library may designate and make available areas on Library premises for the purpose of public expression of opinions and ideas. This policy recognizes that library meeting rooms may be considered public forums. The Library imposes reasonable time, place, and manner restrictions on activities or expressions of free speech in accordance with applicable law and to the extent necessary to prevent unreasonable interference with the public’s use of the library. The LILD is committed to providing equitable and open access to library facilities, services, materials,



and programs according to the Access to Library Services Policy.

General Policy

LILD uses its meeting rooms to offer educational, cultural, civic, and community-oriented programs, primarily through Library sponsored activities. The Library will allow use of meeting rooms by members of the public when they are not being used by the Library. Permission to use Library meeting rooms does not constitute or imply endorsement or sponsorship by the Library, and meeting room users are expected to fully comply with all applicable provisions of local, state, and federal law.

LILD meeting rooms used by members of the public are subject to the following conditions:

General Conditions

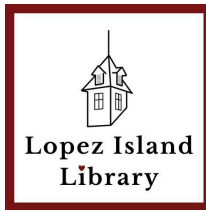
- Room usage must be supervised by a legally responsible adult.
- LILD staff may attend or observe any meeting or activity at any time, and may require activities be altered or discontinued if they interfere or disrupt, or reasonably have the potential to interfere or disrupt, regular library use.
- The LILD reserves the right to pre-empt or cancel reserved use of a room in the event of emergent library business or programming, building issues, or unplanned building closure.
- The LILD may limit or refuse a reservation or use if such use would interfere or disrupt, or reasonably have the potential to interfere or disrupt, regular library use. This includes, but is not limited to, creating a situation that inhibits Library operations or public access to the library or its services.
- The LILD's Code of Conduct policy applies to all activities occurring anywhere in Library facilities and/or on Library grounds, including meeting rooms.

Reservations

- Persons or groups are limited to four (4) uses per month. Reservations may be booked up to ninety (90) days in advance, on a first-come, first-served basis. Library staff may make exceptions to these limitations on a case-by-case basis,

Room Use

- Users are responsible for room set up, including A/V equipment, tables, and chairs. In general, no library staff assistance is available for set up. However, staff are available by appointment to show users how A/V equipment should be used. This should be done in advance of any use or event.
- Users must clean up after their use or event, remove any excess trash and leave the room in the condition they found it.
- Room setup or placement of furniture and/or equipment in the meeting room must not obstruct or otherwise interfere with ingress or egress pathways through any door in the room.



- All activities related to room use must remain fully inside the room. This includes, but is not limited to: furniture, promotions, sales, solicitations or recruitment directed toward other library visitors.
- Except where allowed by other LILD policies, persons or groups using the rooms may not display or distribute materials, such as leaflets or pamphlets, or gather signatures for any purpose, or solicit the purchase of goods or services outside the room.

Fees

- The LILD does not charge a fee for most meeting room use.
- Causing damage to the room, furniture, fixtures, or equipment, or failure to leave the room in good condition may result in the assessment of a cleaning/maintenance/damage fee (minimum \$100) and/or loss of privileges for meeting room use.

Food and Beverages

- Food and non-alcoholic beverages are allowed, however preparing, cooking, or warming of food/beverages using open flames including canned chafing fuel (ex. Sterno) is prohibited.
- Alcohol may be served at special events with prior written approval from the Director. Appropriate liquor permit and proof of liability insurance are required and are the responsibility of the person or group reserving the room.

Liability

- The LILD does not assume liability for injuries to individuals or damages to personal or LILD property that occur as a result of actions of the sponsors or participants in activities in its meeting and/or conference rooms.
- The LILD reserves the right to require additional insurance for certain special events that, in the sole discretion of the District, warrant such additional insurance for the protection of the Library or its facilities.

Endorsement and Promotion

- LILD associated images, including the Library logo, may not be used in the promotion or advertisement of any activity.
- The LILD may elect to provide notification to the general public about activities.
- The LILD may keep registration and reservation information on file for operational purposes.

LILD will make a good faith effort to implement this policy in a fair and consistent manner. The Director will establish administrative procedures necessary to implement this policy.