

West Bonner Library District Facility Use Policy

The West Bonner meeting spaces are intended for use primarily by the library for library-sponsored or co-sponsored programs, and priority use will be given to these programs. Meeting and study rooms are available at no charge to nonprofit and community groups, regardless of their beliefs or affiliations. Granting permission to use library facilities does not constitute endorsement by the West Bonner Library District, its staff, or the Board of Trustees. No advertisement or announcement implying such endorsement is permitted.

Meeting rooms and the Priest River commissary kitchen are available for business use for a fee. Meeting rooms may not be used for direct sales, advertising, solicitation, non-library fundraisers, social or celebratory events. See rental schedule below.

Not-for-profit: Not-for profits include 501(c)3, 501(c)4, 501(c)5, 501(c)6, 501(c)7, 501(c)8 corporations. A copy of the 501(c) certificate is required. This requirement may be waived by the Director in the case of local, organized, small not-for-profit associations that provide other supporting documentation.

Eligible groups may reserve the meeting rooms for non-commercial activities under the following conditions:

- The group is a local not-for-profit organization, governmental agency or educational entity.
- The meeting is free and open to the public.
- No fees or donations are collected or solicited for admission or participation in the meeting. No fundraising takes place during the meeting.

A local not-for-profit organization, governmental agency or educational entity using a room for non-commercial activities will be charged rental fees under the following conditions:

- Meetings are not open to the general public.
- Group has restricted attendance to a limited or designated audience.
- Group requires an exchange of money, goods or services for attendance (regardless of the exchange being on or off library premises).

Activities and study rooms are available during library operating hours. Groups must vacate the library 15 minutes prior to closing.

Restrictions: Permission to use the library meeting room will be denied to an organization and/or meeting whose purpose is illegal, election campaigning, or whose conduct would interfere with the regular operation of the library.

Meetings of groups under the age of 18 must be supervised at all times by an adult.

Reservations: Meeting rooms may be reserved by patrons 18 years or older that are in good standing. Patrons under 14 years of age using the meeting rooms must have an adult sponsor who reserves the room and is present during the scheduled meeting. To provide an opportunity for new groups to use the meeting rooms, organizations meeting on a repeating basis cannot reserve meeting rooms more than 60 days in advance. Reservations may be limited to no more than one per month to ensure equal access to space. Reservations can be made by phone, in person, or by email. Any fees must be remitted when reservation is made. When making a reservation please provide name of organization, number of attendees and name, address and phone number of the responsible person.

Cancellations: Notice of cancellation should be made to the library's staff as soon as possible. After 30 minutes a group may forfeit its reservation if it fails to appear as scheduled. A full refund of any fees will be given if cancellation is received no later than 48 hours before the room reservation date. Failure to cancel may result in loss of meeting room privileges. The library reserves the right to cancel the use of the meeting room or cancel any reservation at any time if the meeting room is needed for library use, maintenance or due to a situation warranting an emergency closing of a branch. All fees will be refunded.

Care of facilities: Each group is responsible for set-up and cleanup after each use without staff assistance. Groups should include time for set-up and clean-up into their reservation time. Trash must be removed. No tacks, nails, tape or other fasteners may be used on walls. Any and all damages will be billed to the responsible party. Failure to clean up the meeting room will result in the loss of meeting room privileges.

Study Rooms: Two study rooms that will accommodate up to four people each are available at the Priest River branch. Study rooms are available for drop-in use or by reservation. The study rooms maybe checked out through the library's circulation system for two hours and may be renewed once if there is no one waiting.

Activities Rooms: There are activities rooms at the Priest River and Blanchard branches that may be reserved for meetings during normal library hours.

Priest River Community Room/Commissary Kitchen: A large meeting room (seating capacity 42) is available to organizations during normal library hours. Charges will apply if kitchen use is desired (see rate schedule below).

Commissary Kitchen: The Commissary Kitchen is a licensed and inspected commercial kitchen. The kitchen may be rented by nonprofits or businesses. A cleaning deposit of \$100 is required. See rate schedule below.

Meeting Space	*Nonprofit during operating hours	Business during operating hours
PR Study Rooms	\$0	\$0
Activity Rooms, PR and BL	\$0	\$20 hr
PR Community Room	\$0	\$25 hr
PR Community Room Kitchen Use	Min of 2 hours 2-4 hours \$25hr 4 hrs + \$15 hr \$100 deposit	Min of 2 hours 2-4 hours \$25hr 4 hrs + \$15 hr \$100 deposit

*** Proof of nonprofit status required**

West Bonner Library District assumes no responsibility for any non-library property placed in the facility in connection with a meeting. The District is expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained by reason of the meeting, program or event. Each organization agrees that it will save and hold harmless and indemnify West Bonner Library District from and against any and all liability which may be imposed upon them for injury to persons or property caused by the organization or any person in connection with the use of the meeting room and/or kitchen.

This statement of policy is subject to amendment at any time by the Board of Trustees of the West Bonner Library District.

Adopted by the West Bonner Library District Board of Trustees, May 11, 2021, amended Feb 8, 2022, amended Apr 11, 2023, reviewed Jul 9, 2024, May 13 2025