



Facility Use Policy

The Board of Trustees of the West Bonner Library District make the Library's meeting rooms available to the public to further the Library's stated mission. The booking of a meeting space does not imply library endorsement of the content and speakers of meetings held in the Library. In making such space available, the Library Board aspires to meet the principles set forth in the Library Bill of Rights. When not needed for Library use, the meeting rooms are available on a first-come, first-served basis for meetings that are educational, cultural, political, civic, or charitable. The Library Director is authorized to establish reasonable regulations governing use of the meeting room and related fees.

Room Use Priority

1. Library-sponsored events are given priority in scheduling use of the meeting rooms.
The Library reserves the right to reschedule or cancel meeting room reservations by members of the public, in order to accommodate library programming or other needs. Every attempt will be made to provide reasonable notice and alternatives.
2. Friends of the West Bonner Library District-sponsored events such as the Friends Book Sales.
3. Not-for-profit groups or organizations, as defined below.
4. All other approved groups or individuals, as defined below.

Definitions

Groups are considered Not-for-Profit when their mission serves an educational, cultural, charitable, political or civic purpose. Not-for-Profits include 501(c)3, 501(c)4, 501(c)5, 501(c)6, 501(c)8 corporations, as well as unincorporated associations, groups, or clubs.

Meetings

- All meetings must be open to the public without charge.
- All groups using the meeting rooms must abide by the Library's Code of Conduct.
- Meetings may not disturb the normal operations of the Library nor pose a safety hazard.
- Except for Library sponsored or co-sponsored events, booking organizations or individuals may not charge admission fees, fundraise, or collect donations on Library premises.
- Except for Library sponsored/co-sponsored events or paid rental, the sale, advertising, solicitation or promotion of products or services is not allowed in the Library's meeting rooms.
- The Library may not accept reservations for a series of meetings which would designate the Library as the regular meeting place for any organization.
- Meeting rooms may not be used for private social gatherings or parties.

- Based upon information contained in the application, the Library reserves the right to decline meeting room requests that do not meet the intent of this policy.
- The number of people attending any meeting must not exceed the posted limit as set forth by the fire marshal. See Meeting Room Capacity Limits Addendum at the end of this Policy.

Hours

Meetings may be scheduled no earlier than 10:00 a.m. Monday through Saturday and must conclude by the following times:

- Monday, Wednesday, and Friday: 4:45 p.m.
- Tuesday and Thursday: 6:45 p.m.
- Saturday: 1:45 p.m.

Meeting room use is not available on Sundays.

All setup and cleanup must be completed within the reserved meeting time and during the libraries available meeting room hours.

Reservations

- Reservations must be made in order to use the meeting rooms. Reservations may not be made for more than three months at a time.
- The Library reserves the right to cancel any reservation due to unforeseen circumstances, including those which reasonably cause the Library Director or designees to view the meeting as likely to materially and substantially interfere with the proper functioning of the Library or likely to create excessive noise or a significant safety hazard.
- Groups failing to show or notify library staff of cancellation at least 24 hours in advance of scheduled meeting time may have future reservations canceled.
- The person who signs this agreement must be at least eighteen (18) years of age and assumes full financial responsibility for paying any charge that may result from damage to a meeting room, furnishings, or equipment while being used by the group.

Responsibilities of Users

- It is the responsibility of the event organizer to ensure that the number of people attending any meeting does not exceed the room occupancy limits as described below. All users are responsible for complying with the provisions of the Americans with Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.
- Groups must respect the start and end times of their reservation.
- Groups are responsible for returning the room to its original arrangement and clearing all group or organizational items at the end of the meeting.
- Groups must clean tables, chairs, and carpet as necessary.

- Groups serving refreshments must bring their own supplies.
- All news releases, publicity, or advertisements relating to any program or meeting held in the Library's meeting rooms shall clearly state the name of the sponsoring organization or individual and shall not imply that the program or meeting is sponsored by the Library.
- The Library is not responsible for any accidents that may occur on Library property to individuals attending programs or meetings in the Library. Organizations using the meeting room will be held responsible for any accidents occurring as a result of the group's activities.
- Any group that abuses the meeting room privilege shall lose the right to use the meeting rooms.
- Users' computers must have HDMI, USB and/or C port capabilities. The Library District is not responsible for making sure users' presentations are compatible with AV equipment of the District.

Liability

- Groups or individuals using a meeting room are responsible for all damages to Library property resulting directly or indirectly from the conduct of any member, officer, employee, agent or guest of the group.
- All meeting room users agree to hold harmless the West Bonner Library District from and against any and all liability which may be imposed upon them or either of them for any injury to persons or property caused by the organization or any person connected with the meeting.
- The West Bonner Library District assumes no responsibility for any property placed in the Library in connection with a meeting; and the West Bonner Library District is hereby 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 use of a meeting room.

Business Use & Rooms

Businesses and other organizations that do not qualify for complimentary meeting room use may reserve meeting rooms at the West Bonner Library District for an hourly rental fee.

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 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

Meeting Room Occupancy Limits

Activities Room - Priest River - 504 square feet

Standing Room 50 People
 Chairs Only 30 people
 Tables and Chairs 20 people

Activities Room - Blanchard - 330 square feet

Standing Room 25 People
 Chairs Only 18 people
 Tables and Chairs 12 people

Community Room - Priest River - 693 square feet

Standing Room 99 People
 Chairs Only 42 people
 Tables and Chairs 35 people

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, amended Jul 14, 2026