

# Meeting Space Usage Policy



## Introduction

When meeting space in the Lewiston City Library (“Library”) is not being used by the Library, Library-related organizations, or the City of Lewiston (“City”), such meeting space will be available for public use, subject to compliance with this Meeting Space Usage Policy (“Policy”). The Library offers free use of such meeting space by groups and organizations for meetings and events that serve an educational, cultural, civic, or recreational purpose. Library meeting space is intended to be used to benefit the public. As such, the Library does not allow meeting space to be used for commercial or business purposes. Groups expecting ten (10) or more attendees or those requesting use of the Event Space or Makery must reserve a space.

## Reservations

A group or organization wishing to reserve meeting space for use during the Library’s normal operating hours shall complete and submit the “Meeting Space Reservation Request and Agreement” (“Reservation Agreement”) to the Library at least two (2) business days prior to the requested date of the meeting or event. A group or organization wishing to reserve meeting space for use after hours (i.e., outside of the Library’s normal operating hours) shall complete and submit the Reservation Agreement to the Library at least five (5) business days prior to the requested date of the meeting or event. Meeting space may be reserved in advance for a maximum of two (2) uses per month, and meeting space may be reserved two (2) months in advance following the current month. For example, beginning on March 1st, meeting space could be reserved for any time in April or May.

A reservation may only be made by a person who is eighteen (18) years of age or older for a meeting or event with an estimated attendance of at least two (2) people. A group or organization wishing to reserve meeting space shall designate a contact person for such group or organization. The person who signs the Reservation Agreement shall accept responsibility for such meeting space reservation and shall be in attendance at such meeting or event.

A reservation is not final until it is approved by the Library Director or his or her designee. The Library Director or his or her designee shall have discretion to approve a reservation for a meeting space that is different from the meeting space that was requested, based on estimated attendance.

Meetings and events sponsored by the City or the Library are exempt from the meeting space reservation process set forth in this Policy.

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## Rules and Conditions of Use

In addition to any other rules and conditions of use set forth in this Policy, the following rules and conditions of use shall apply to the use of Library meeting spaces. Such rules and conditions of use shall apply to all persons, groups, and organizations that use Library meeting spaces.

- Meetings or events that are not sponsored by the City or the Library shall be free to those who attend and open to the general public. This means that any member of the public that sees a meeting or event taking place may enter and participate.
- Religious worship services are not allowed. Discussion or study groups studying religious topics are allowed.
- Events held by a campaign committee or group to promote or oppose a specific candidate or ballot measure are not allowed. Events at which candidates will discuss current election issues are allowed so long as such events are hosted by a non-partisan group or organization and all candidates for the same office have been invited.
- Social gatherings and personal events, such as showers, parties, weddings, and receptions, are not allowed.
- Items shall not be sold in meeting spaces; provided, however, that Library-sponsored groups may sell items when the proceeds benefit the Library (e.g., Friends of the Lewiston Library book sales) – subject to prior approval from the Library Director or his or her designee.
- The ordinary use of furniture and fixtures located in meeting spaces is allowed, including use of tables and chairs.
- Library staff is not responsible for arranging or setting up furniture. The person that signs the Reservation Agreement shall be responsible for cleaning up such meeting space and placing all tables, chairs, and other furniture back in their original locations or in a storage room(s), if required by the Library. Time needed for set-up and clean-up shall be considered when reserving meeting space.
- The use of the Library's Wi-Fi is allowed.
- Food and drinks may be consumed, and catering may be allowed, in meeting spaces with prior approval from the Library Director or his or her designee. However, cooking or food preparation in meeting spaces is not allowed. A description of food and/or drinks and caterer contact information, if applicable, shall be provided at the time the Reservation Agreement is submitted to the Library. If catering requires the use of kerosene, canned heat, or other flammable heat sources, then prior approval from the Library Director or his or her designee shall be given in order to use such heat source(s). All catering and food and drink consumption shall comply with health laws. Note that the Library does not provide catering services or coffee pots.

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- Library staff will not take telephone messages for persons who use meeting space.
- The number of persons in a meeting space shall not exceed the maximum capacity for such space, as determined by the Fire Marshal.
- Alcoholic beverages may be served and/or consumed only for Library-related fundraising events, subject to the issuance of any required alcohol permits, compliance with the insurance requirements set forth in the After-Hour Use section in this Policy, and prior approval from the Library Director or his or her designee. Note that the Library does not possess a license to serve alcoholic beverages.
- Smoking in the Library is prohibited.
- Open flames, such as candles, are not allowed.
- The person, group, or organization that reserves meeting space is responsible for providing their own supplies, such as paper, pencils, and markers.
- Certain technology may be provided by the Library, subject to prior approval from the Library Director or his or her designee.
- Materials may only be attached to the walls when the attachment of such materials will not damage the walls or create holes in the walls. Upon request, tackable surfaces and blue painter's tape may be provided by the Library.

An application to reserve meeting space may be denied or revoked when the person, group, or organization that reserves meeting space:

- Has an illegal or hazardous purpose;
- Charges a fee to those who attend the meeting or event;
- Includes false information in the Reservation Agreement;
- Engages in conduct that interferes with the proper functioning of the Library (e.g., conduct that produces excessive noise or that requires the use of a significant portion of available public parking);
- Fails to notify the Library of cancellations of meetings or events on two (2) or more occasions; and/or
- Fails to follow this Policy or any other applicable Library Policy.

## After-Hour Use

The Library Director or his or her designee may allow, in his or her discretion, use of meeting space after hours – specifically, until 10:00 p.m., Monday through Saturday, subject to staff and meeting space availability. A group or organization wishing to reserve meeting space after hours, excluding the City and the Library, shall comply with the requirements in this Policy,

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including completion and submittal of the Reservation Agreement, as well as the additional requirements set forth in this section.

A group or organization wishing to reserve meeting space after hours shall, at its sole expense, procure and maintain in full force and effect insurance written by an insurance company or companies with AM Best's rating(s) of A VIII or better. All insurance companies must be authorized to do business in the State of Idaho. Certificates of Insurance evidencing the coverages required herein shall be provided to the Library at least three (3) business days prior to the start of the scheduled meeting or event, and such insurance shall remain in effect for the duration of such meeting or event. If such Certificates of Insurance are not timely received, then the Library Director or his or her designee may cancel the meeting space reservation.

Certificates must evidence the following minimum coverages:

1. GENERAL LIABILITY insurance, providing limits of liability in the following amounts:

General Aggregate:	\$2,000,000
Product/Completed Operations Aggregate:	\$2,000,000
Personal & Advertising Injury Liability:	\$1,000,000
Per Occurrence:	\$1,000,000
Damage to Premises Rented to You:	\$ 50,000

Such General Liability policy shall be written on an "Occurrence" form and shall cover liability arising from premises, operations, independent contractors, products, completed operations, personal injury, advertising injury, and liability assumed under an insured contract (including tort liability of another assumed in a contract). The City of Lewiston Library Board of Trustees and the City of Lewiston and its elected officials, agents, employees, successors and assigns shall be included as Additional Insureds under the General Liability policy. Such Additional Insured endorsement must be provided with the certificate of insurance. Such General Liability policy shall be on a primary and non-contributory basis.

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2. LIQUOR LIABILITY insurance, if applicable,<sup>1</sup> providing bodily injury and property damage liability coverage for not less than \$1,000,000 each occurrence limit and \$1,000,000 aggregate limit. Liquor Liability insurance shall be written via a standard ISO endorsement of the CGL using form CG 24 07 or a stand-alone policy. The Liquor Liability policy shall provide coverage for liability arising out of the selling, serving, or furnishing of alcoholic beverages in connection with the use of Library meeting space. The City of Lewiston Library Board of Trustees and the City of Lewiston and its elected officials, agents, employees, successors and assigns shall be included as Additional Insureds on such Liquor Liability policy.

All insurance policies shall include an endorsement expressly waiving any right of subrogation on the part of the insurer(s) against the City of Lewiston and its elected officials, agent, employees, successors and assigns. The person, group, or organization procuring such insurance shall pay any additional costs or charges for obtaining such waiver(s). A copy of the waiver of subrogation endorsement(s) shall accompany the certificate(s) of insurance.

In addition, a group or organization wishing to reserve meeting space after hours shall provide a refundable damage deposit in the amount of Two Hundred Fifty Dollars (\$250) to the Library at least three (3) business days prior to the start of the scheduled meeting or event. If such damage deposit is not timely received, then the Library Director or his or her designee may cancel the meeting space reservation.

The Library Director or his or her designee shall determine whether damage occurred and the amount associated with paying for such damage, if any. If the Library Director or his or her designee determines that no damage occurred, then the full damage deposit shall be refunded within thirty (30) calendar days of the meeting or event.

If the Library Director or his or her designee determines that damage occurred, then the Library Director or his or her designee shall provide, in writing, a description of such damage(s), as well as the amount associated with paying for such damage(s), to the person who signed the Reservation Agreement. If the Library Director or his or her designee determines that the amount associated with paying for such damage(s) is Two Hundred Fifty Dollars (\$250) or less, then such amount shall not be refunded. The remaining amount, if any, shall be refunded within

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<sup>1</sup> As noted on page 2 of this Policy, alcoholic beverages may be served and/or consumed only for Library-related fundraising events, subject to the issuance of any required alcohol permits, compliance with the insurance requirements set forth in the After-Hour Use section in this Policy, and prior approval from the Library Director or his or her designee.

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thirty (30) calendar days of the meeting or event. If the Library Director or his or her designee determines that the amount associated with paying for such damage(s) is more than Two Hundred Fifty Dollars (\$250), then the damage deposit shall not be refunded, and the person who signed the Reservation Agreement shall be responsible for paying the additional amount to the Library within thirty (30) calendar days from the date on the document setting forth the description of damage(s) and the amount associated with paying for such damage(s).

## **Cancellations**

The Library shall be given at least twenty-four (24) hour advanced notice of cancellation. Failure to notify the Library within such timeframe on two (2) or more occasions may result in loss of future meeting space privileges. The Library reserves the right to cancel reservations when unforeseen circumstances occur, such as power outages, adverse weather conditions, or conflicts with Library or City-sponsored meetings or events.

## **Endorsement**

Use of Library meeting space shall not constitute an endorsement or sponsorship by the Library of a meeting, event, or point of view expressed. An advertisement or announcement implying such an endorsement shall not be allowed. An advertisement or announcement (or other form of publicity) that uses the name of the Library shall only use the name of the Library to indicate the location of the meeting or event, and the following statement shall be included on such advertisement or announcement (or other form of publicity):

“Sponsored by [insert name of group or organization reserving the meeting space]”

Neither the City’s nor the Library’s logo shall be used in any advertisement, announcement, or other form of publicity. In addition, a group or organization reserving meeting space shall not: (1) use the Library’s name or address as its headquarters or as the official address of such group or organization, excluding the Lewiston Library Foundation and the Friends of the Lewiston Library; or (2) use the Library’s address or telephone number for meeting or event registration purposes.

## **Damages**

The Library shall not be responsible for any lost or damaged property. The person who signed the Reservation Agreement shall be responsible for paying for any damages that occur when meeting space is used during the Library’s normal operating hours. For damages associated with

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meetings or events held after-hours, see the After-Hour Use section in this Policy. Damages may result in loss of future meeting space privileges.

## **Violations**

Misuse of Library meeting space and/or failure to abide by this Policy or the Reservation Agreement may result in loss of meeting space privileges for the length of time determined by the Library Director or his or her designee.

**Questions regarding this Policy may be directed to the Library Director. This Policy shall replace and supersede any previously-adopted Meeting Space Usage Policy. This Policy was adopted by the Library Board of Trustees on July 17, 2019.**

**Updated September 15, 2021**