
Administrative Policy



Public Meeting Room Policies and Procedures

Policy Statement

Pierce County Library System meeting rooms, conference rooms, and study rooms are provided free of charge as a public service for groups to gather for the purposes of learning, enjoyment, and community when not in use for Library-affiliated or sponsored activities.

Purpose

To establish the policies and procedures for the use of Library meeting rooms by the public.

Meeting Room, Conference Room, and Study Room Reservation Policy

Designated Library staff members have the authority to approve, renew, or reject requests for public use of library spaces. The following criteria determine the use of meeting and conference rooms:

- All meetings must be free and open to the public.
- The meeting must take place during the Library's regular hours of operation.
- The meeting purpose must be legal and must not be a social event such as parties, receptions, showers, holiday gatherings, etc.
- Fees may not be charged to attend the meeting or training and no dues, tuition, etc. will be collected during the meeting.
- No donations of money or other property will be solicited or collected from the audience or other Library customers and no sales pitches will be made.
- The meeting's conduct must not interfere with the proper functioning of the Library such as meetings which would require the use of a significant portion of available public parking or activities which produce excessive noise.

Reservations

Persons wishing to reserve a meeting room, conference room, or study room should go to www.piercecountylibrary.org to make an online reservation or contact the specific Library where the room they wish to use is located.

Reservations for meeting room, conference room, and study room space are on a first-come, first-served basis. Library-sponsored programs will have preference.

A Pierce County Library card is required for all room reservations.

Meetings in the meeting or conference rooms must be booked by someone 18 years of age or older and the adult sponsor will be responsible for activities that occur and the condition of the meeting space. There is no age restriction to make a study room reservation.

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Individuals and organizations wishing to use a meeting or conference room may make advance booking for a **maximum of four (4) bookings not to exceed four (4) hours per booking within an eight (8) week period.** The meeting room may be booked **eight weeks in advance of the current date.** Exceptions may be made for meetings offered for the public by government agencies.

Individuals and organizations wishing to use a study room may make advance booking for a **maximum of two (2) bookings not to exceed two (2) hours per booking within a one (1) week period.** The study room may be booked **one week in advance of the current date.**

Reservations for meeting and conference rooms must include time for the group or individual to set up and take down tables, chairs, and other furniture. Set-up and take-down must take place during regular operating hours, and meeting rooms must be vacated by closing time.

Cancellations

Failure to arrive for a scheduled room within thirty minutes of the reservation will be considered a no-show. If a scheduled meeting is canceled, the user must cancel the reservation online or call the Library **at least 48 hours before the meeting or event.** Failure to notify the Library within the requested time on two (2) or more occasions will result in **loss of future meeting room privileges.**

The Library reserves the right to cancel when unforeseen circumstance such as power outages, weather conditions, or conflicts with Library-affiliated or sponsored events occur.

Public Meeting Room, Conference Room and Study Room Use Policy

Meeting and Conference room users should adhere to the following expectations:

- Use of the room includes the ordinary use of furniture and fixtures, including chairs, tables, and sink area. The lobby area of the Library building is not considered part of the meeting room.
- Individuals making the reservation will be financially liable for the costs of restoring the condition of the room, including damage to any equipment and food spills.
- Meeting room dividers are to be moved by Library staff only.
- Groups sharing a divided meeting room must not interfere with the other groups' use by making excessive noise, blocking entrances, etc.
- The capacity for the room(s), as determined by the Fire Marshal, will be observed at all times.
- Nothing may be affixed or mounted in any way to the walls of the room, except where mounting surfaces are provided.
- Meeting, Conference, and Study room users must provide their own supplies such as paper, pencils, and markers.
- Wi-Fi access may be available in the rooms. Meeting, Conference, and Study room users must provide their own computer equipment.
- No access to data or telephone lines is provided. Telephone messages for individuals or groups using the spaces will not be taken by staff.

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- Light snacks are permitted in the meeting room as long as it doesn't interfere with other's enjoyment of the Library (no strong odors, etc.). Meeting room users are responsible for providing napkins, plates, utensils, etc. and are responsible for cleaning up any food or drink spills that occur.
- Library staff may enter and remain in a room at any time during a scheduled meeting

Meeting room users are also expected to adhere to other standard Library policies:

- No alcoholic beverages may be served or consumed on Library property.
- No smoking on Library property.
- No open flames such as candles or sterno burners are permitted.
- No distribution of pamphlets, leaflets, etc., to Library customers.
- No cooking and/or food preparations allowed and no foods with strong odors may be brought into the Library.

Permission will be revoked for individuals who fail to follow these policies and procedures.

Endorsement

Public use of the Library's Meeting, Conference, and Study rooms does not imply Library approval or endorsement of the group, the meeting, or the ideas presented at the meeting. Publicity for a meeting held at the Library must not be worded in a manner that would imply Library sponsorship or endorsement of a group, the meeting, or the ideas presented at the meeting.

An organization using a meeting room at Pierce County Library may not use the name and address of the Library as its headquarters or as the official address of the organization. The organization may not use the Library's address or telephone number for registration or for information regarding the meeting or the organization.

Meeting times and organizations may be posted on community boards within the Library for non-Library groups.

See also

Public meeting and Conference Room Policy

Effective July 23, 1998. Revised December 2008. Revised December 17, 2013. Revised March 23, 2018. Revised July 14, 2022.