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# Board Policy



## Public Meeting Rooms

### Policy Statement

The Pierce County Library System (the “Library”) provides meeting rooms as a public service. In the context of this policy, meeting room activities that are Library-related take priority over other uses. When they are not being used by the Library or Library-affiliated organizations, including Friends of the Library groups and the Pierce County Library Foundation, the meeting rooms are available to the public on equal terms, and as a limited public forum, decisions on availability will not be based on the beliefs or affiliations of individuals or groups requesting their use.

### Purpose

To establish the policy for public use of Library meeting rooms. This policy does not apply to study rooms.

### Policy

The Library provides meeting rooms for programs, classes, workshops, events, and other services that support educational, civic, cultural, and other activities; engages the community in discovering and exchanging information and ideas; and provides opportunities to learn, gather, connect, and collaborate.

Use of a Library meeting room by an individual, group, or organization not affiliated with the Library (“public use”) does not constitute or imply Library endorsement of the activities, tenets, or purpose of the user.

**The Library reserves the right to approve, restrict, or deny public use of Library meeting rooms based on the criteria described below:**

### Meeting Room Criteria

Designated Library staff members are authorized to approve, renew, or reject requests for public use of Library meeting rooms. The following criteria determine the public use of meeting rooms:

- All meetings must be free and open to the public.
- Meetings must take place during the Library’s regular open hours.
- Meeting participants are expected to follow the Library Rules of Conduct and may not interfere with the proper functioning of the Library.
- Fees may not be charged to attend meetings, etc., and no dues, tuition, etc. may be collected before, during or after the meeting.
- No donations of money or other property will be solicited or collected from meeting participants and no sales pitches will be made.
- No alcoholic beverages may be provided or served at meetings except in compliance with the *Alcohol Consumption on Library Premises Policy*.
- Meeting times and organizations may be posted on community boards within the Library for non-Library users.

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**Related Policies/Procedures**

[Alcohol Consumption on Library Premises](#)

**Adopted by the Pierce County Rural Library District Board of Trustees, July 17, 1974.**

**Revised May 8, 2002, August 31, 2009, September 11, 2013, July 10, 2024**

By the enactment of this policy the Board of Trustees of Pierce County Library System is concurrently rescinding any prior policy or procedure within PCLS that is either in conflict with or expansive of the matters addressed in this policy.