



Meeting/Conference Room Use Policy Kuna Library District

1. Library sponsored activities are given priority in the consideration of the use of the room. The library may cancel an existing reservation if the room is needed for library purposes. Meeting/Conference rooms are not available for money-raising, or commercial purposes. Commercial purposes are defined as conducting on site sales or any other form of funds solicitation. Approved fundraisers for the Library may be held in the large meeting room.
2. No admission fee for the event taking place in the meeting/conference rooms, no matter how or where collected, may be charged by any group or individual using library meeting rooms.
3. Reservations for use of the meeting/conference rooms are made at the Circulation Desk. Inquiries concerning the scheduled meeting will be referred to the person making the room reservation for the organization. Fees may be waived upon approval of the Library Director(s).
4. Recurring reservations for a room (i.e. for the same day or days each month) will not be accepted other than for library-related boards and committees, library member-sponsored programs, and Friends of the Kuna Library. Rooms may not be used for meetings of longer than two consecutive working days without written permission in advance from the Director(s). Meeting/conference rooms may not be reserved more than two months in advance.
5. All meetings held in the meeting/conference rooms must be held during library hours. Meetings must conclude and participants vacate when the library closes. Users of meeting/conference rooms must notify a library staff member when the meeting/conference room has been cleared. Vacating meeting/conference rooms includes completing a checklist with a library staff member.
6. Programs may not disrupt the use of the library by others. Persons attending the meetings are subject to all library rules and regulations.
7. Alcoholic beverages are not permitted on the premises.
8. In compliance with Idaho Code, smoking and vaping is prohibited in all parts of the library, including meeting/conference rooms and courtyard.
9. Use of the large meeting room may include use of the kitchen. If refreshments are served, due care and consideration must be given to the preservations of the library carpet and furnishings. Each group shall be responsible for providing its own serving equipment and for cleaning the kitchen. Users of meeting/conference rooms are responsible for setting up and clearing tables and chairs. A cleaning fee may be charged if the kitchen and/or meeting room is not adequately cleaned upon vacating.

10. Organizations holding meetings assume responsibility for any damage to the rooms and contents. With the exception of projectors and screens, no additional furniture or equipment other than that furnished by the library is to be used without library approval. The rooms must be cleared of all items used (boxes, brochures, projectors, serving equipment, etc.) at the end of the meeting. Any damage incurred shall result in additional charges.
11. The library reserves the right to refuse or revoke permission to use meeting/conference rooms.
12. Permission to use meeting/conference rooms does not constitute an endorsement by the library of the group's policies or beliefs.
13. All news releases, publicity, or advertisements relating to any program or meeting held in the library's meeting/conference 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, unless the library has formally agreed to co-sponsorship. The library's phone number should not be listed as a contact number.
14. All displays and brochures for the meeting will be contained within the library meeting/conference rooms. No displays will be allowed in the public area of the library, including the entrance hall.
15. No meeting materials shall be tacked, glued, stapled or taped to walls, doors or windows. This includes Post-it type flip chart pages.
16. Reservation Form may be filled out online or in person at the library. If filled out online please bring completed form into the library for approval.
17. The Board of Trustees authorizes the library to cancel or suspend any permission granted to any group or individual who violates these regulations or for any other reasonable cause.
18. The Library Director(s) must approve exceptions to any of these policies. The Board of Trustees of the Kuna Library District may amend this statement of policy at any time.



Meeting/Conference Room Reservation Form Kuna Library District

Event Title _____

Preferred Room: Mark one

Meeting Room: Capacity 176 people

- \$50.00 for meeting room **without** food
 \$100.00 for meeting room **with** food

Conference Room: Capacity 20 people

- \$0 for conference room **without** food
 \$25.00 for conference room **with** food

Reservation Date _____

Time Requested _____ to _____ (please include time for set up and tear down)

Expected Attendance _____

Booking Organization _____

Organization Address _____

Contact Person _____

Email Address _____

Daytime Phone Number _____

Organization:

Business _____

Non Profit _____

Other _____

Do you need Audio/Visual equipment _____

Briefly describe the purpose and special requirements you have for this event:

I have read the Policy for use of the meeting/conference rooms and agree to abide by the policy. I agree to use the rooms only for the purposes of the above organization and with the stated date, hours, and attendance. Failure to abide by this agreement may result in the suspension of meeting/conference room privileges.

Signature _____

Date _____

Meeting Room/Conference Room application must be received before booking will be confirmed. Please make checks payable to Kuna Library District.

Fax (208-922-1026), mail, or bring this form in to Kuna Library 457 N. Locust Kuna, Idaho or email to admin1@kunalibrary.org.

Staff use (please initial and date):

Amount due

Payment received

Calendar event booked