



Meeting/Conference Room Use Policy

Kuna Library District

1. Library sponsored activities are given priority in the consideration of the use of the rooms. The Library may cancel an existing reservation if either room is needed for library purposes.
2. Reservations for use of the meeting/conference rooms are made online at www.kunalibrary.org. 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.
3. 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. Meeting/conference rooms may not be reserved more than six months in advance.
4. All meetings held in the meeting/conference rooms must be held during library hours. The meeting room has work areas within the room and staff may be working at their desks when the meeting room is being used. 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.
5. Persons attending the meetings are subject to all Library rules and regulations.
6. In compliance with Idaho Code, smoking, vaping, alcoholic beverages, or illegal drug use are not permitted on the premises.
7. Use of the large meeting room may include use of the kitchen, however, the kitchen is a warming kitchen only. 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, if used. 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/conference room is not adequately cleaned upon vacating.
8. Organizations holding meetings assume responsibility for any damage to the rooms and contents. With the exception of tables and chairs, 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 be charged commensurate with the repair and/or replacement of the damaged item.
9. The Library reserves the right to refuse or revoke permission to use meeting/conference rooms.

10. Permission to use meeting/conference rooms does not constitute an endorsement by the Library of the group's policies or beliefs.
11. 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.
12. 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.
13. No meeting materials shall be tacked, glued, stapled or taped to walls, doors or windows. This includes Post-it type flip chart pages.
14. If there is an emergency closure at the Library, the person making the reservation will be notified as soon as possible of the closure and the cancellation of their event. The Library shall not be liable in the event of an emergency closure.
15. 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.
16. The Library Director 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.
17. Organizations that have been approved to use the meeting/conference room have the right to allow only those whom they have invited to attend. Uninvited guests may be asked to leave. This does not include Kuna Library Staff.

PASSED AND APPROVED by the Chairperson of the Kuna Library District, Idaho, this 19th day of April, 2022.

KUNA LIBRARY DISTRICT
Board of Trustees

Chairperson

ATTEST:

District Clerk