

POLICY ON MEETING ROOM USE

Spokane Public Library provides meeting rooms to the community as a public service and to meet a community need for free space to gather and connect. This policy establishes the use of Spokane Public Library meeting, event, makerspace, and study rooms at all its facilities.

The Library does not discriminate based on age, race, color, religion, sex, national origin, marital status, parental status, sexual orientation, gender identity, political ideology, creed, ancestry, or the presence of any sensory, mental or physical disability. The permission to use Library facilities and meeting rooms does not signify that the Spokane Public Library or the City of Spokane endorses the policies or beliefs of the group or organization using the room.

The meeting rooms of Spokane Public Library are made available on an equal access, nondiscriminatory basis and are accessible to people with disabilities in accordance with the Americans with Disabilities Act.

All activities must comply with federal, state, and local law and are subject to the rules and regulations of Spokane Public Library. Permission to use Library meeting rooms will be denied to an organization and/or meeting whose purpose is illegal or whose conduct would interfere with the proper functioning of the Library. Meetings must not disrupt the use of the Library by others or violate in any way the Spokane Public Library Rules of Conduct. Persons attending meetings at the Library are subject to all Library rules.

Community groups may use Library meeting rooms for general political purposes, including to support or oppose a ballot measure or a campaign for elected office. Meeting rooms are a neutral forum, and the Library is not endorsing or supporting the political activity or the group using the room for political purposes. (WA Public Disclosure Commission ruling regarding RCW 42.17.130)

Use of Library meeting rooms in no way constitutes an endorsement by the Spokane Public Library of a program or point of view expressed. No news releases, publicity, printed or electronic advertisements or announcements implying such an endorsement are permitted, including the use of the Library's logo or Library location names (e.g., The Hive), unless the Library has formally agreed to co-sponsorship. The Library may elect to provide notification to the general public about the group's meeting or activity, or to publicize any upcoming meetings if the event is mission-aligned.

Adopted by Spokane Public Library Board of Trustees on October 21, 1993, and then revised on August 22, 1994, September 17, 1997, December 21, 2005, November 15, 2006, February 19, 2008, October 18, 2016, June 14, 2022, March 18, 2025, June 17, 2025.



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Rooms are free of charge for non-commercial events that do not involve any exchange of funds between organizers and participants and do not involve additional Library staff involvement. Rental fees apply to groups holding events or meetings that involve a financial cost including admission fees, donations, tithes, fundraising, just covering costs, and vendor sales/commercial use. Rental fees also apply to larger private events that involve vendor deliveries and require after-hours Library staffing (such as weddings, holiday parties, etc).

Failure to comply with the Spokane Public Library Meeting Room Use Policy, including failure to pay any meeting room service charge incurred for failure to restore a meeting room to original condition, may result in a fine charged on the customer account or suspension of future meeting room use privileges.

Use of Spokane Public Library facilities and meeting rooms by any group signifies acceptance of the terms in this policy and the Procedure and Guidelines for Meeting Room Usage.

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FEE SCHEDULE

Location	Room	Standing Capacity	Seated Capacity	Square Footage	Rental Fee	Non-Profit Fee
Central	Conference Room A	14	14	308	\$50.00	\$25.00
Central	Conference Room B/Lounge	14	14	288+	\$50.00	\$25.00
Indian Trail	Events	46	30	609	\$250.00	\$125.00
Shadle Park	Classroom	35	24	658	\$250.00	\$125.00
Hillyard	Studio	44	36	729	\$250.00	\$125.00
Hillyard	Events/Classroom	61	44	729	\$250.00	\$125.00
The Hive	Events B	55	25	793.5	\$250.00	\$125.00
The Hive	Events C	55	25	793.5	\$250.00	\$125.00
The Hive	The Hive Studio E	49	24	928	\$250.00	\$125.00
Central	Events B	96	45	930.25	\$250.00	\$125.00
South Hill	Events	136	55	986	\$250.00	\$125.00
The Hive	Events A	73	60	1000.5	\$300.00	\$150.00
Liberty Park	Events	64	50	1073	\$300.00	\$150.00
Shadle Park	Studio	59	48	1104	\$300.00	\$150.00
Central	Events A	160	75	1600	\$500.00	\$250.00
Shadle Park	Events	197	157	1872	\$500.00	\$250.00
Central	Events A+B	256	120	2530.25	\$750.00	\$375.00
The Hive	Events A, B, C combined	183	110	2587.5	\$750.00	\$375.00
Central	nx ^w yx ^w y ^e tk ^w Hall*	275	240	8100	\$3,000.00	\$1,500.00

*Full day events in the Hall are assessed in 4-hour time blocks and will not exceed \$6,000 for a full day charge.

*For all other events (including evening events in the Hall): If the event extends beyond 4 hours of event time (not including 2 free hours of set-up and clean-up), the charge is \$100/hour additional fee (or \$50/hour for non-profit rates).

*If the room is left unclean, or if the room policies are violated, customers will be charged a \$45.00 fee and their account will be blocked from booking rooms until settled.

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PROCEDURE AND GUIDELINES ON MEETING ROOM USAGE

Meeting spaces at Spokane Public Library may be reserved using an online reservation system (<http://bookings.spokaneLibrary.org/reserve>). Reservations are limited to 10 meetings per 60-day period per group. Meetings may be scheduled on the day of the meeting or no more than 60 days in advance. Bookings further in advance of 60 days may be arranged with designated staff approval.

For rental rate purposes, use of Library facilities must be identified as being commercial or noncommercial. Meeting rooms are free for non-commercial use.

NON-COMMERCIAL USE

Non-commercial use is defined as a use or activity that use not intended to produce a profit, and where there is no direct payment by the attendee to access the content specifically offered in the room at that moment. No admission fee is charged, and no donations of money or other property will be solicited. No products or services may be advertised, solicited, or sold with the exception of books or other resources sold at Library-sponsored events. Not-for-profit or recreational organizations that charge blanket participation fees but are not charging for the specific event or meeting held at the Library, considered non-commercial. Activities of for-profit businesses that are not oriented toward making a direct profit, such as staff meetings and training, are considered noncommercial usage.

COMMERCIAL USE

Meeting or event may charge admission, class fees, sell tickets or other items, solicit donations or promote a commercial business. Examples include classes or services which charge fees, fundraisers, performances with charge admission or any event that includes food or merchandise vendors, including weddings. Rental fee may be waived or reduced when a service club or other not-for-profit group is fundraising for charitable purposes.

Groups with reservations that extend after-hours are asked to have their participants remain inside the event room at closing time so as not to inhibit the Library staff from executing closing procedures.

FEES

For rental rates, see the Meeting Room and Facilities Use Fee Schedule. Study rooms are free to use for individuals and small groups.

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RENTAL FEES FOR EXTENDED-HOURS SPECIAL EVENTS

If an event would disrupt normal business-hours operations, Library facilities may be available for special events outside of normal operating hours. Special events include, but are not limited to, weddings, retreats, presentations, awards banquets, and classes that include a finite number of attendees. Rental fees may be waived or reduced when an organization is fundraising for charitable purposes or at the discretion of Library leadership.

DEPOSITS FOR EXTENDED-HOURS SPECIAL EVENTS

For special events booked outside of normal operating hours, a 50% deposit will be charged at the time of booking. The deposit will be applied toward the final rental fee amount. Final payment is due no later than thirty (30) days prior to the event.

RESERVATIONS

A valid Library card is required to reserve a room in the online booking system. Upon exception, a staff member may reserve a room for an out-of-town visitor without a Library card using the customer's name, email address, and phone number. Customers only have access to the meeting room for the exact duration of the reservation. Please schedule ample time to allow for set-up and take-down of the event. By booking a room, the reservation-holder is responsible for ensuring all attendees follow the Rules of Conduct and the Meeting Room Policy.

PRIORITY SCHEDULING

Library-related programs and approved partners will be given preference and priority in scheduling. The Library reserves the right to reschedule or cancel meeting room reservations at any time. As much notice as possible will be provided to the group(s) affected by a change, and suggestions for other spaces will be made when possible.

NO SHOWS

Please notify the Library at least 24 hours before a meeting if a reservation must be cancelled. If a customer has more than 2 no-shows without prior notification, future room reservations may be cancelled. Rooms that are not accessed within 15 minutes of the reservation time may be cancelled and released to another user. Event room or studio cancellations made within 24 hours of the reservation will be marked as "no shows". For any paid event cancelled more than one (1) week before the event date, a fee of \$100 will be charged, and the remaining balance refunded. For paid events cancelled less than one (1) week before the event, payment by customer is forfeited and no refund will be issued.

EVENT PROMOTION AND ENDORSMENT

Use of Library meeting rooms in no way constitutes an endorsement by the Spokane Public Library of a program or point of view expressed. No news releases, publicity, or printed or electronic advertisements or announcements implying Rental Fees for Extended-Hours Special Events: If an event would disrupt normal business hours operations, Library facilities may be available for special events outside of normal operating hours. Special events include, but are not limited to, weddings, retreats, presentations, awards banquets, and classes that include a finite number of attendees. Rental fees may be waived or reduced when an organization is fundraising for charitable purposes or at the discretion of Library leadership. If an event is ticketed, 10% of proceeds may go to the Library in lieu of the rental fee as agreed upon by designated Library staff.

ROOM SETUP

The Library does not provide a standard meeting room setup. Every event room is equipped with tables and chairs. Users are free to move the furniture around prior to or during the meeting as long as set up time is included in the reservation time block. Tables and chairs may be left out on the floor after the event, as long as they are organized in a tidy manner. Please do not move the podium as it is plugged into the floor. Users will be held responsible for any damage resulting from use of the meeting room, for damage to the meeting room or its contents, and the cost of any services required to restore the meeting room or any other part of the Library to its original condition. The Library is not responsible for any lost, stolen, or left behind items in the meeting spaces.

CLEANING

No janitorial services will be provided. The meeting room must be left neat and clean after use. Recyclable trash must be sorted into appropriate containers and non-recyclable trash and garbage must be bagged. No liquids should be placed in the trash. Cleaning supplies are provided to wipe off tables and to vacuum or sweep the floor. A service charge of \$45.00 will be assessed if the room is not returned to the original condition.

TECHNOLOGY

All event spaces, maker spaces, and study rooms are equipped with television screens or projectors. Customers must supply their own laptop to connect to the television screen or projector. Should additional technical support or staffing be necessary, an additional fee may be charged at the discretion of Library leadership.

FOOD

Food is allowed in meeting rooms. When food or refreshments are provided, the group is wholly responsible for providing all supplies and clean up following the event.

FOOD TRUCKS

Food trucks may be allowed on Library property with permission from the Library during a partnership event or other approved event. The trucks must not adversely impact customer access to the Library. Not all locations can support a food truck.

ALCOHOL

Alcohol is not permitted during Library open hours. Upon exception, alcohol may be served at extended-hours events with prior written approval from the Library's Executive Director or designee. Appropriate liquor permit and proof of liability insurance are required. The Library reserves the right to require additional insurance for certain special events. Non-profits must obtain a special occasion license for a specific time, date, and place. Private events providing alcohol at no cost may obtain a banquet permit, or hire a caterer licensed to serve alcohol. More information about permit applications can be found at lcb.wa.gov/special-licenses-and-permits.

SMOKE AND OPEN FLAME

Smoke/mist/vapor of any kind is not permitted in the Library. This includes anything burning, artificial smoke machines, poppers, etc. Open flames (candles, matches, sterno, incense, etc.) are not permitted at any time, without express permission from the Library director or Library designee.

INFLATABLES AND ACCESSORIES

Inflatables and accessories such as, but not limited to, bounce houses, obstacle courses, slides, ball pits, trampolines, and other similar structures are prohibited in Library meeting rooms.

INDEMNITY AGREEMENT

The applicant is responsible for any damage to the facility and equipment that occurs in their use. The applicant will be charged the cost of needed cleaning/repairs when necessary. If unpaid, this balance will be submitted to a collection agency and may lead to suspension of Library privileges. The applicant is responsible for properly operating any Library equipment provided.

HOURS

Meetings may be scheduled within Library operating hours. Requests for meeting rooms outside of Library hours may be accommodated on a case-by-case basis. Contact the Library for details.