

**POLICY FOR USE OF
NEILL PUBLIC LIBRARY
EDITH G. HECHT MEETING ROOM
*LEONARD & EDNA YOUNG CONFERENCE ROOM***

The Neill Public Library *Edith G. Hecht Meeting Room* and the *Leonard & Edna Young Conference Room* are intended to further the Library's Mission by facilitating the free and open exchange of diverse information and ideas.

Primary use of the meeting rooms will be for activities sponsored by Neill Public Library or the Friends of Neill Public Library. When the meeting rooms are not being used by the Library or the Friends of Neill Public Library, other City of Pullman Departments, Boards and Commissions will have first priority in scheduling. After these City needs are met, the space will be available to the public on a first-come, first-served basis for approved uses. These will include educational, cultural, or community service uses.

TERMS FOR PUBLIC USE

- * The meeting must be open to the public and be consistent with the Library's Mission Statement regarding its intended use (as stated in paragraph 1 above). Attendance may not be restricted because of a person's sex, religion, age, color, national origin, race, marital status, sexual preference, orientation or physical disability.
- * No admission fees may be charged. No products or services may be advertised, solicited or sold. In keeping with the Library Mission, there can be no charge for materials distributed.
- * The Library does not assume liability for injuries or damages to personal property which are the result of the actions of the sponsors or participants in meetings scheduled in the meeting room.
- * Events or meetings may not be publicized in a manner which suggests the Library's sponsorship or affiliation, unless this is the case. Groups are encouraged to contact a librarian on staff if they would like to pursue co-sponsorship.
- * The meeting rooms may be used for occasional meetings of clubs and organizations not associated with the City, but may not be used as their regular meeting site. Future meetings may be booked one month in advance following the conclusion of the current meeting.
- * Smoking and alcoholic beverages are prohibited in all library facilities, including the meeting rooms.
- * Serving facilities are minimal. Users are responsible for setting up for their activity and cleaning up afterward to assure the meeting room is left in the condition it was

in before the activity began. The Library will assess charges if damages are incurred or if additional cleaning or maintenance is required after an activity.

- * Affixing, fastening or taping items to meeting room walls and woodwork is prohibited, except on existing tackable surfaces on the north wall of the Hecht Room.
- * Activities which might be disruptive to regular library operations due to noise or other factors will not be allowed.
- * The Young Room can only be scheduled for times within library open hours. All meetings must begin before the library closes for the day. When a meeting in the Hecht Room extends beyond library open hours, the person making the reservation shall be responsible to see that lights are out, doors closed and locked, and all attendees have left the building.
- * Posted occupancy for the Hecht meeting room is 60 and the room has up to 11 tables and 60 chairs available.
- * Posted occupancy for the Young conference room is 10 and the room has one large conference table and 12 chairs available.
- * Meetings of groups whose members are under age 18 must be supervised and an adult must be in attendance at all times.

Approved by Board, February 10, 1993
(Revised 12/1/1994, Revised 7/20/2005, Revised 11/15/2006, Revised 2/17/10)