

Meeting Room Policy

The Blackfoot Public Library's meeting room(s) and gathering spaces are available to community groups on an equitable "first-come, first-served" basis, during normal Library operating hours, whenever the spaces are not being used for Library-related activities.

- All groups must fill out an application in writing under a single responsible person's name, whose photo ID and contact information are on file. That person is responsible for any fees related to usage/cleaning/damage to the room as well as equipment damage or loss, and may not transfer the use of space to another person or group without prior arrangements with the Library.
- Library-sponsored and Library-related activities always have first priority. Individuals or groups may use meeting spaces, or reserve their use up to three months in advance, with the following fees:

Non-profit groups during normal Library operating hours: Free

Commercial groups during normal Library operating hours: \$10.00 per hour, or any part of an hour.

- Meetings held during Library operating hours MUST adjourn 15 minutes prior to closing.
- Meetings may be scheduled after Library operating hours with approval from the Library Director or designated Staff. The fee for such meeting is \$30.00 per hour, or any part of an hour, paid at least 24 hours in advance.
- No reservation is valid until approved by the Director (or designated Staff) and appropriate fees paid. Any meeting may be cancelled up to 24 hours before the event without penalty. Meetings that do not begin within 15 minutes of their scheduled starting time are considered cancelled without notice and may forfeit any fees paid. Failure to pay fees, or repeated cancellations without notice will result in that individual being prohibited from future reservations.
- Normal Library operation is not to be disrupted by use of the meeting spaces(s). Occupancy capacity and all regular Library Policies will be strictly enforced. Light refreshments may be served, except for red-colored beverages. The Library reserves the right to deny or revoke a reservation, or terminate a meeting in progress, if Library Staff deem the meeting is disruptive to Library operations, poses a threat to community safety and welfare, or is in violation of the guidelines set forth in established policy.
- Library Staff is not responsible for set-up or take-down of the space, other than Library-owned equipment specified on the Application Form and cannot be held responsible for the loss or damage of any group's private equipment and materials. Materials left behind after meetings will be treated as lost or abandoned after 7 days.
- Any Advertising of the event must be pre-approved by Library Director (or designated Staff), specify the sponsoring entity, and include a disclaimer of the Library's endorsement or approval.

Policy Committee: 5-3-21

Board Approved: 10-11-21