



whatcom county  
**library system**

## MEETING ROOM AND FACILITIES USE POLICY

**POLICY NUMBER: 7.03**

**SCOPE:** This policy applies to specific meeting room spaces as identified in Meeting Room and Facilities Use Administrative Procedure Number 7.03.01.

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To further the WCLS mission to connect information, ideas and community, WCLS provides wide access to its meeting rooms on a first-come, first served basis to as many patrons as possible.

WCLS allows organizations and groups to use library meeting rooms when those facilities are not needed for use by the Library, activities sponsored by WCLS, library-building owners, Friends of the Library groups, and when such use does not disrupt WCLS programs and activities. Such permission is revocable and does not constitute a lease. WCLS reserves the right to deny applications for use based on the availability of space or staff, frequency of use, or as deemed necessary by the Executive Director.

Use of WCLS meeting spaces is available on equal terms, regardless of the beliefs or affiliations of individuals or groups requesting their use. Permission to use WCLS meeting spaces does not constitute WCLS endorsement of any program presented or any viewpoints expressed. Advertisements or announcements implying such endorsement are not permitted. However, WCLS may elect to provide notification to the general public about a group's meeting or activity.

All activities conducted in WCLS libraries must comply with all federal, state, and local laws and are subject to the rules and regulations of WCLS. WCLS reserves the right to have representatives attend any meeting held in its facilities to ensure no unlawful activities are occurring on library premises. WCLS reserves the right to cancel reservations or refuse use of a meeting room at any time.

WCLS does not assume liability for injuries to individuals or damages to personal property which occur as a result of actions of the sponsors or participants in activities in WCLS meeting spaces. The Executive Director is responsible for establishing and administering procedures to carry out this policy.

Use of WCLS facilities and meeting rooms by any group signifies acceptance of the terms of this policy and the guidelines for room use.

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**RELATED POLICIES:** Program Policy 4.04; Conduct Policy 6.01, Posting, Petitions and Exhibit Policy 7.04; Political Activities and Expression by WCLS Employees Policy 12.31.

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**STATUTORY REFERENCE:** RCW 42.17A.555 Use of public office or agency facilities in campaigns—Prohibition—Exceptions; RCW 42.52.180 Use of public resources for political campaigns.

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ADOPTED by the Whatcom County Library System Board of Trustees May 15, 1990.

**REVISED:** February 16, 2016; June 17, 2014; October 20, 2010; September 29, 2010; February 19, 2008; September 21, 2004; March 16, 2004; May 20, 2003; December 17, 2002; April 21, 1992.