



PROCEDURE

TITLE: Meeting Room Use

PROCEDURE NUMBER: 007

EFFECTIVE DATE: October 2019

REVIEW DATE: October 2021

SUPERSEDES PROCEDURE NUMBER: Meeting Room Administrative Guidelines- 8/20/97;
Procedure #007 dated April 2020

AUTHORIZED BY: Library Director

1. Purpose: To guide staff in uniformly implementing the Timberland Regional Library (TRL) Meeting Room Use Policy.
2. Scope: This policy applies to TRL facilities with public meeting rooms.
3. Definitions: None
4. Background: None
5. Procedure:
 - a. Priority for use of meeting room space is given to TRL initiated and sponsored programs.
 - b. TRL allows bookings of meeting room space up to two months in advance.
 1. No more than two advance bookings per calendar month.
 2. Additional advance bookings may be allowed with staff approval.
 - c. Same-day, drop-in bookings may be allowed if the meeting room is not in use, up to two hours. Same day bookings may be requested over the phone or in person.
 - d. After hours use of meeting rooms is allowed in locations with exterior meeting room access and restricted access to the main library, and with staff approval.

1. Keys to access the room may be checked out within two days of the meeting.
 2. A regular library card is required to check out a key to the meeting room.
 3. A fee will be charged for lost keys.
 4. Minors using the meeting room after hours must have adult (age 18 or older) supervision.
- e. Bookings may be made through the local TRL library or online prior to the day of the meeting. Bookings will not be final until approved by authorized TRL staff.
- f. All users of the meeting rooms must adhere to TRL's behavior expectations.

6. Citation(s):

7. Related References: Meeting Room Use Policy

By the enactment of this procedure the Library Director concurrently rescinds any prior policy within TRL that is either in conflict with or expansive of the matters addressed in this policy.

Approved by the Library Director



Library Director

10/1/2019

Date