MEETING ROOM
POLICY NO. 8

The use of the Children's Program Room as a meeting space in the Walla Walla Public Library is available on a non-discriminatory basis.

Meetings which would violate constitutional provisions regarding separation of church and state are prohibited.

Meetings which would violate the RCW 42.17.130 (Public Disclosure Act) are prohibited. This section forbids the use of public facilities for the purpose of assisting candidate campaigns or for the promotion or opposition to any ballot proposition but the statute expressly excepts: "activities which are part of the normal and regular conduct of the office or agency." The Public Disclosure Commission has adopted a clarifying regulation which states that RCW 42.17.130 does not prevent a public agency from "making facilities available on a nondiscriminatory, equal access basis for political users." WAC 390-05-271. In essence the Children's Program Room may be used by groups which conduct meetings at which current election issues or candidates will be discussed.

The Children's Program Room may not be used by commercial or business entities or for money raising purposes. However, Library and/or Friends of the Walla Walla Public Library sponsored programs may include fund raising activities. All advertising and the sale of merchandise or other materials except that incident to Library or Friends of the Walla Walla Public Library programs is not allowed.

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Board of Trustees. No advertisement or announcement implying such endorsement is permitted.

Meetings must be open to the public. No admission may be charged. No collections are to be taken or funds solicited. Membership payments or dues may not be solicited in the library building.

The Library is not responsible for equipment, supplies, materials, clothing or other items owned by a group and used by them in the Library.

Organizations holding meetings assume responsibility for any damage to the Children's Program Room or its contents.

Reservations for the Children's Program Room are assigned in order of receipt of application, whether in person, in writing, or by telephone. For more detailed procedures, see *Children's Program Room Use Release* form.

Library sponsored activities are given priority at all times in scheduling use of the Children's Program Room.

Long-term dedication of the Children's Program Room to a particular group or individual, except Library sponsored programs, at a certain specified day, date or time on an ongoing basis will not be allowed.

The Children's Program Room must be vacated prior to the Library's regular closing time.

Groups and individuals using the Children's Program Room must return tables and chairs to storage locations before vacating the Children's Program Room.

People meeting in or using the Children's Program Room who have small children may not leave these children unattended in the Library.

The person requesting the use of the Children's Program Room will be held responsible for conforming to the conditions set forth in this policy and the Children's Program Room Use guidelines.

Smoking, food and/or drink are not permitted in the Library unless permission is granted by the Library Director.

A *Children's Program Room Use Release* form must be filled out by the individual requesting scheduling.

The Library Director is authorized to deny permission for use of the Children's Program Room to any group that fails to observe these regulations.

Adopted: December 12, 1977
Amended: June 3, 1987
Amended: May 10, 1995
Amended: July 17, 2002
Revised: June 20, 2007