



MEETING ROOMS POLICY NO. 8

The use of reserved meeting space and study rooms in the Walla Walla Public Library are available to small groups for non-profit, educational, civic and cultural purposes on a non-discriminatory basis at no charge. Priority for meeting room use is given to Library and City sponsored activities. Long-term dedication of meeting space to a particular group or individual, except Library or City sponsored programs, at a certain specified day, date or time on an ongoing basis is not allowed.

Eligibility for Reservations

- Meeting room reservations must be made by individuals that are at least 18 years old. Responsibility for the room lies with the person making the reservation.
- Reservations may be made up to 90 days in advance and are limited to two reservations per group or individual at a time.
- Library meeting space is designated as a limited public forum.
- All meetings in the meeting room must be open to the public at no cost and may not be restricted to any particular group.
- Meeting rooms are available to all non-profit groups engaged in civic, charitable, cultural, educational, political, or religious activities. Political activities must meet the standards of [RCW 42.17A.555](#)
- Events must be non-commercial in nature and may not include any solicitation or sales. Private or personal events such as birthday parties, weddings, showers or similar events are not permitted.
- Private meetings may be held in study rooms. For-profit use may be permitted in study rooms under limited circumstances consistent with the Library's objective of providing a suitable learning environment for education and study, such as a paid tutor.
- 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 Library or the Library Board of Trustees. No advertisement or announcement implying such endorsement is permitted.
- The Library does not aid in the promotion of any meeting room reservations.
- The Library Director or designee reserves the right to reject a reservation if the anticipated use of the meeting or study room is likely to be unreasonably disruptive to regular library functions or too large for the room capacity.
- Previous use of meeting or study rooms does not guarantee future use or priority.

Meeting Room Use

- Individuals check in and out for reservations at the service desk. Those arriving later than 15 minutes after their reserved time will forfeit their reservation.
- Library staff can assist with setup but are unable to provide extended technical assistance during the event. The library is not responsible for any technical difficulties encountered during the event.
- All event attendees are subject to the Library's Code of Conduct, Federal, State, and Local law and fire code.

- Rooms must be left in the same condition they were found in at the start of the reservation.
- The person who registered for the room will be held financially responsible for any damage done to the room and its furnishing during the reservation period.
- No admission may be charged. No collections are to be taken or funds solicited or merchandise sold. Membership payments or dues may not be solicited in the library building. However, Library and/or Friends of the Walla Walla Public Library sponsored programs may include fund raising activities.
- The Library is not responsible for personal property brought into the Library.
- Rooms must be vacated 10 minutes prior to closing time.
- The Library Director, or designee, is authorized to deny permission for use of meeting rooms to any individual or group that fails to observe these regulations.

Adopted: December 12, 1977

Amended: June 3, 1987

Amended: May 10, 1995

Amended: July 17, 2002

Amended: June 20, 2007

Amended: July 17, 2013

Amended: March 18, 2024