

Nampa Public Library
Board Room Policy

Approved by the Board of Trustees 12.12.2016

Revised 2.13.2017

Revised 10.08.2019

Revised 7.13.2021

The Nampa Public Library welcomes public use of its facilities and meeting rooms in keeping with the Library's mission to provide "diverse gathering spaces, opportunities to learn, access to vital resources, and programs for the enrichment of all." The Library permits the public to use its facilities and meeting rooms when such use does not interfere with Library-sponsored programs and services.

** Reoccurring use is limited to meeting no more often than twice per month.*

Board Room – on the 3rd floor, adjoining the terrace, this room has a conference table that seats 16, room seating capacity is 26. This room features internet conferencing technology with a large screen, and sound.

Use requirements:

1. Those using the Board Room must comply with the rules of behavior outlined in the Library's Patron Rules of Conduct and all other Library policies.
2. Users may not charge a fee from those attending a meeting in the Board Room or make solicitations from the attendees. No sales are allowed in the Board room; sales of books by an approved author, for autograph purposes, are allowed at library sponsored events.
3. Library staff may enter the space as needed and may photograph events at the Library for future advertising or other uses.
4. Use of the Board Room does not imply endorsement by the Library.
5. The Board Room may not be reserved for private events e.g.; birthday parties, wedding showers, family reunions etc.

Reservations:

1. Reservations of the Board Room must be made a minimum of 72 hours prior to the event and may be requested no more than three (3) months in advance to allow for library precedence.
2. Reservations are first-come, first-served.

3. Reoccurring use is limited to meeting no more often than twice per month.
4. Reservations are offered only to registered Lynx Consortium library users, adult eighteen (18) years of age or older. A non-resident Library card is available for a fee.
5. The Board Room/terrace is available after hours only with prior permission from the Library Director. Requests for such after hours use must be made at least one month prior to the expected use. Outside of regular Library hours costs will apply to all outside of regular Library hours users. Use of these spaces after hours does not give access to any other areas of the Library.

General Use

1. To prevent damages to the building, no decorations, banners, or other items may be attached to floors or ceilings. Certain, designated walls have a surface designed to accommodate the use of pins or tacks; these are the only portions of the room that can be used for attaching decorations or banners of any kind.
2. Candles, confetti, pixie dust, incense, smoke, dry ice or similar items are not permitted.
3. In the event damages occur to the Library or Board Room, ordinary wear and tear excepted, user will be responsible for all costs incurred by the library for cleaning and/or repairs.
4. Meals during Library operating hours may only be boxed or self-contained; no cooking or buffet-style meals will be permitted. Additional cleaning charges may be applied.
5. The library is not responsible for items left on the premises.

Fees & Cleaning Deposits

1. Unless otherwise set forth below, there will be no fee associated with use of the Board Room.
2. Individual meetings that include food require a non-refundable fee of \$10.
3. Beverages in closed containers or water do not require a fee.
4. Outside of regular Library hours use – Minimum two (2) hour use \$100, each additional hour is \$50.
5. Unpaid fees will be placed on the Library card account of the user.