

Nampa Public Library  
**Multipurpose Room Policy**  
*Approved by Board of Trustees 11.10.2015*  
*Revised 10.10.2016*  
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*Revised 02.13.2017*  
*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.

*\*No organization or individual may have more than two (2) reservations scheduled at any time.*

**Multipurpose Room** a dividable room/kitchen adjoining – this room can accommodate 134, or 79 (A) and 55 (B) when divided. The room is on the first floor off the lobby. The kitchen is available when using the full space or the 55-seat portion. Both spaces feature a projector, screen and sound. **Use requirements:**

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

## Reservations:

1. Reservations of the Multipurpose 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 programs to take precedence.
2. Reservations are first-come, first-served.
3. No organization or individual may have more than two (2) reservations scheduled at any time.
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. Library staff is not available for set-up, take-down or help with event. User is responsible for set-up and take-down (i.e. restacking chairs), and for leaving the room as it was found. The requested number of chairs and tables will be placed in the room for user, if supplies allow.
6. The Multipurpose Room is available outside of regular Library hours, and at other times the Library is closed, only with prior permission from the Director. Requests for such outside of regular Library hours use must be made at least one month prior to the expected use. Additional costs will apply to all outside of regular Library hours users. Use of these spaces afterhours does not give access to any other area of the Library.
7. Friends of the Nampa Public Library, the Library Foundation and City of Nampa are exempt from reservation requirements 3 & 4 above and all fees.

## 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 Multipurpose Room, ordinary wear and tear excepted, user will be responsible for all costs incurred by the library for cleaning and/or repairs.
4. The library is not responsible for items left on the premises.

## Fees

### Charges for Multipurpose room are as follows and are non-refundable:

1. Standard users:
  - a) 1 – 4 hours           \$25 total
  - b) 4 + hours             \$50 total
  
2. Nonprofit users (must submit copy of nonprofit status letter):
  - a. 1-4 hours           \$15 total
  - b. 4 + hours           \$25 total
- c) Fees that apply to all users:
  1. Fee for serving food without use of kitchen is \$10 and is non-refundable.
  2. Beverages in closed containers or water do not require a fee.

### Use of kitchen for serving food (non-refundable):

- a) Serve up to 25 - \$25
- b) Serve 26 to 75 - \$50
- c) Serve 76 to 134 - \$75

### Outside of regular Library hours use:

- a) Minimum 2 hour use \$100, each additional hour \$50.

#### Unpaid Fees

- a) Unpaid fees will be placed on the Library card account of the user.