

MULTIPURPOSE ROOM POLICY

Approved by Board of Trustees 11.10.2015

Revised 01.10.2023 (6th revision)

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. All meetings held in Library meeting rooms must be open to the public.
3. No fee may be charged for admission to a meeting in a Library meeting room. Onsite purchase or sale of goods or services or collection of dues or donations are prohibited. Sales of books by an approved author, for autograph purposes, are allowed at Library sponsored events only.
4. Library staff may enter the space as needed.
5. Use of Library meeting rooms 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 requested a minimum of three (3) business days prior to the event and no more than three (3) months in advance to allow for Library programs to take precedence.

2. Meetings are to be scheduled during normal library open hours and must be concluded with room cleaned and vacated by the end of reservation time or 15 minutes prior to library closing time. "Outside Library Hours" fees apply if users remain in the library past closing time. Fees will be placed on the user's Library account.
3. Reservations are first-come, first-served.
4. No organization or individual may have more than two (2) reservations scheduled at any time.
5. Reservations are offered only to registered Lynx Consortium library card holders, adults eighteen (18) years of age or older. A non-resident library card is available for a fee.
6. Library staff is not available for set-up, take-down or help with event. User is responsible for arranging the room as needed and restoring the room to its prior condition at meeting's end (e.g. restacking chairs). The requested number of chairs and tables will be placed in the room for user, if supplies allow.
7. The Multipurpose Room is available outside of regular Library hours only with prior permission from the Director. Requests for such use must be made at least one (1) month prior to the expected use. Additional fees apply. Use of these spaces does not grant access to any other areas of the Library.
8. Friends of the Nampa Public Library, the Library Foundation and City of Nampa are exempt from reservation requirements and 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, glitter, pixie dust, incense, smoke, dry ice, or similar items are not permitted.
3. The room must be left in a neat and orderly condition. Charges for damage beyond normal wear will be the responsibility of the user that had the booking at the time of the damage.
4. The library assumes no responsibility of liability for accidents, injury or loss of personal property in the library or meeting rooms.
5. The Library reserves the right to deny or revoke a reservation and permission to use a meeting room at any time if the particular usage is disruptive to the Library's normal course of business, violates the Library's Rules of Conduct Policy or any other Library policy or regulation, or violates any local, state or federal law.

PUBLICITY:

1. The individuals and organizations contracting to use library meeting rooms are responsible for the event's publicity. All news releases, publicity or advertisements relating to any program or meeting held in one of the library's meeting rooms must include a disclaimer that the meeting or event is not sponsored or endorsed by the library. Use of the library's logo on non-sponsored programs is prohibited.
2. Signage may only be displayed during room reservation time.

FEES:

Library meeting room fees must be paid by the start time of the event.

Unpaid fees will be placed on the user's Library account, which may result in the account being blocked. Fees are refundable if the room is cancelled at least 1 week prior to the event.

Multipurpose Room fees are as follows:

1. Standard users:
 - a. \$25 1-4 hours
 - b. \$50 4+ hours
2. Nonprofit users (must submit copy of nonprofit status letter):
 - a. \$15 1-4 hours
 - b. \$25 4+ hours
3. Outside Library Hours use:
 - a. \$100 1-2 hours
 - b. \$50 Each additional hour
4. Kitchen use for serving food:

The kitchen has limited refrigerator space, microwave, sink, dishwasher, and outlets.

 - a. \$25 Serve up to 25
 - b. \$50 Serve 26-75
 - c. \$75 Serve 76-134
5. Fees that apply to all users:
 - a. \$10 Cleaning fee for all groups that wish to serve food and beverage. Beverages in closed containers do not require a fee.
 - b. "Outside Library Hours" fees apply if rooms are not cleaned and vacated by Library closing time. These fees will be placed on the user's Library account.