

NAMPA PUBLIC LIBRARY  
**SOUND ROOM USAGE POLICY**

*Approved by Board of Trustees: 10.10.2023*

The Sound Room is available as a free service of the Nampa Public Library and must be reserved, adhering to usage criteria, detailed below.

**RESERVATIONS AND USAGE:**

- “Usage” refers to room use by an individual or a group. Only one member of a group may sign up on behalf of the group.
  - No member of a group already reserved may use the room separately from the group on the same day.
- Reservations of the Sound Room are offered only to Nampa Public Library cardholders in good standing (fees less than \$10)
- Reservations of the Sound Room must be made at least one day prior to usage.
- Reservations may be made up to 60 days in advance.
- Reservations may be made for 1-hour or 2-hour sessions.
- Room reservations will be held up to 15 minutes after scheduled start time.
- Rooms may be used a maximum of 4 hours per week.
- Patrons using the Sound Room agree to comply with all Library policies.
- Food and drink are not permitted in the Sound Room.
- Users will deposit trash in garbage receptacles provided.
  - Rooms should be kept clean or made cleaner than found.
- No more than 3 (three) people can be in the Sound Room at the same time.
- Lost, stolen, or damaged equipment is the responsibility of the patron whose name is on the Sound Room reservation.
- Technical equipment (computers, microphones, speakers, mixer) must not be moved. Chairs may be moved if needed.
- The library is not responsible for any loss of data resulting from a failure to save your work to a personal storage device, or for any reason.
- The window must not be covered or blocked for any reason. Library staff may enter the room as needed. The room is intended for use with the provided software and equipment. Any other use is not permitted.
- Material produced in the Sound Room does not imply endorsement by the Library.
- Users must adhere to any additional posted signage in the Sound Room.
- The Library assumes no responsibility of liability for accidents, injury, or loss of personal property in the Library or Sound Room.
- The Library reserves the right to deny or revoke a reservation and permission to use the Sound 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, any other Library Policy, or violates any local, state, or federal law.
- Failure to observe this policy may result in denial of future privileges.