



Policies and Procedures
Policy 0036

Meeting Room Use Policy & Fee Schedule	
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The Libraries of Stevens County (LOSC) provides meeting rooms to the community as a public service and to meet a community need for free space to gather and connect. This policy establishes the use of LOSC meeting and study rooms at all its facilities, except for the Kettle Falls Library where the meeting room is governed by the city’s policy and procedure.

LOSC does not discriminate based on age, race, color, religion, sex, national origin, marital status, parental status, sexual orientation, gender identity, military or veteran status, political ideology, creed, ancestry, or the presence of any sensory, mental or physical disability. The permission to use LOSC facilities and meeting rooms does not signify that the Libraries of Stevens County endorses the policies or beliefs of the group or organization using the room. The LOSC meeting rooms are made available on an equal access, nondiscriminatory basis, and are accessible to people with disabilities in accordance with the Americans with Disabilities Act.

Meeting room usage must comply with:

- All activities must comply with federal, state, and local law and are subject to the rules and regulations of LOSC.
- Permission to use library meeting rooms will be denied to an organization and/or meeting whose purpose is illegal or whose conduct would interfere with the proper functioning of the Library.
- Meetings must not disrupt the use of the Library by others or violate in any way the [Libraries of Stevens County Rules of Conduct](#).
- Persons attending meetings at the Library are subject to all library rules.
- Community groups may use library meeting rooms for general political purposes, including to support or oppose a ballot measure or a campaign for elected office. Meeting rooms are a neutral forum and the Library is not endorsing or supporting the political activity or the group using the room for political purposes (WA Public Disclosure Commission ruling regarding RCW 42.17.130)
- Use of Library meeting rooms in no way constitutes an endorsement by LOSC of a program or point of view expressed. No news releases, publicity, printed or electronic advertisements or announcements implying such an endorsement are permitted, including use of the Library’s logo.
- The Library may elect to provide notification to the general public about the group’s meeting or activity, or to publicize any upcoming meetings if the event is mission-aligned.

Rooms are free-of-charge for non-commercial use. Depending on the organization or event type, a rental fee may apply to groups whose events or meetings involve admission fees, donations, commercial use, or for-profit activities. Failure to comply with the LOSC Meeting Room Use Policy, including failure to pay any meeting room service charge incurred for failure to restore a meeting room to original condition, may result in suspension of future meeting room use privileges. Use of LOSC facilities and meeting rooms by any group signifies acceptance of the terms in this policy and the Procedure and Guidelines for

Meeting Room Usage.

Meeting Room Usage Fee Schedule

For rental rate purposes, use of library facilities must be identified as being commercial or non-commercial. Meeting rooms are free for non-commercial use. Study rooms are free to use for individuals and small groups. The Library District Board of Trustees will set the meeting room usage fee schedule at the December regular meeting for the upcoming year.

Location	Room	Capacity	Commercial	Non-Commercial
Chewelah	Community Room	~ 30	\$10/hour	No rental fee
Colville	Community Room	75	\$10/hour	No rental fee
Loon Lake	Large Community Room	70	\$20/hour	No rental fee
Loon Lake	Small Meeting Room	6	\$5/ hour, max 4 hour rental	No rental fee

Procedure and Guidelines of Meeting Room Usage

Rental Fees for After-Hours Special Events:

If an event would disrupt normal business-hours operations, Library facilities may be available for special events outside of normal operating hours. Special events include, but are not limited to, weddings, retreats, presentations, awards banquets, and classes that include a finite number of attendees. Rental fees may be waived or reduced when an organization is fundraising for charitable purposes or at the discretion of Library leadership. If an event is ticketed, 10% of proceeds may go to the Library in lieu of the rental fee as agreed upon by designated Library staff.

Deposits for After-Hours Special Events: For special events booked outside of normal operating hours, a 50% deposit will be charged at the time of booking. The deposit will be applied toward the final rental fee amount. Final payment is due within thirty (30) days of the event.

Reservations: A valid library card is required to reserve a room. Upon exception, a staff member may reserve a room for an out-of-town visitor without a library card using the customer's name, email address, and phone number. Customers only have access to the meeting room for the exact duration of the reservation. Please schedule ample time to allow for set-up and take-down of the event. By booking a room, the reservation-holder is responsible for ensuring all attendees follow the Rules of Conduct and the Meeting Room Policy.

Priority Scheduling: Library-related programs and approved partners will be given preference and priority in scheduling. The Library reserves the right to reschedule or cancel meeting room reservations at any time. As much notice as possible will be provided to the group(s) affected by a change, and suggestions for other spaces will be made when possible.

No Shows: Please notify the Library at least 24 hours before a meeting if a reservation must be cancelled. If a customer has more than 2 no-shows without prior notification, future room reservations may be

cancelled. Rooms that are not accessed within 15 minutes of the reservation time may be cancelled and released to another user. For any event cancellation, a fee of \$100 will be charged, and the remaining balance refunded.

Event promotion and Endorsement: Use of Library meeting rooms in no way constitutes an endorsement by the Libraries of Stevens County of a program or point of view expressed. No news releases, publicity, or printed or electronic advertisements or announcements implying such an endorsement are permitted, including the use of the Library logo or Library names, unless the Library has formally agreed to co-sponsorship. The Library may elect to provide notification to the general public about the group's meeting or activity, or to publicize any upcoming meetings if the event is mission-aligned. If Library staff time must be committed to the event, the event must be in partnership and mission aligned.

Room Setup: The Library will provide a standard meeting room setup. Users are free to change the arrangement of furniture prior to or during the meeting as long as set up time is included in the reservation time block. Users may move the furniture around during their scheduled visit, and are expected to tidy up after the event. A service charge of \$50.00 will be assessed if the room is not returned to a tidied condition. The Library is not responsible for any lost, stolen, or left behind items in the meeting spaces.

Cleaning: No janitorial services will be provided. The meeting room must be left neat and clean after use. Trash and garbage must be bagged. No liquids should be placed in the trash. User will be held responsible for any damage resulting from use of the meeting room, for damage to the meeting room or its contents, and the cost of any services required to restore the meeting room or any other part of the Library to its original condition. A service charge of \$50.00 will be assessed if the room is not returned to original condition.

Technology: All event spaces, maker spaces, and study rooms are equipped with television screens or projectors. Customers must supply their own laptop to connect to the television screen or projector. Should additional technical support or staffing be necessary, an additional fee may be charged at the discretion of Library Leadership.

Food: Food is allowed in meeting rooms. When food or refreshments are provided, the group is wholly responsible for providing all supplies and cleaning up following the event.

Food Trucks: Food trucks may be allowed on library property with permission from the library during a partnership event or other approved event. The location of the food truck on library property will be determined by library staff. The trucks must not adversely impact customer access to the library. Not all locations can support a food truck.

Alcohol: Alcohol is not permitted during library open hours. Upon exception, alcohol may be served at after-hours events with prior written approval from the Library Director or designee. Appropriate liquor permit and proof of liability insurance are required. The Library reserves the right to require additional insurance for certain special events. Non-Profits must obtain a special occasion license for a specific time, date, and place. Private events providing alcohol at no cost may obtain a banquet permit, or hire a caterer licensed to serve alcohol. More information about permit applications can be found at <https://lcb.wa.gov/special-licenses-andpermits>.

Inflatables and Accessories: Inflatables and accessories such as, but not limited to, bounce houses, obstacle courses, slides, ball pits, trampolines, and other similar structures are prohibited in library meeting rooms.

Indemnity Agreement: The applicant is responsible for any damage to the facility and equipment that occurs in their use. The applicant will be charged the cost of needed cleaning/repairs when necessary. If unpaid, this balance will be submitted to a collection agency and may lead to suspension of library privileges. The applicant is responsible for properly operating any library equipment provided.

Hours: Meetings may be scheduled within Library operating hours. The Loon Lake Library may have an option for meeting room access after hours; please contact Loon Lake Library staff for details.

The Director is responsible for the administration of this policy, for establishing administrative procedures as necessary for its implementation, and for making it available for the public.

Kettle Falls Library Meeting Room:

The community room in the Kettle Falls Public Library is managed by the City of Kettle Falls. To book the meeting room at Kettle Falls, please call or visit the Kettle Falls City Hall. The mayor reviews all room rental agreements prior to approval, per city regulations.

[Kettle Falls Community Room Rental Agreement](#)