



SPOKANE PUBLIC LIBRARY DOCUMENT #3.1.0

EFFECTIVE DATE: February 19, 2008

REVISED DATE: June 14, 2022

SUBJECT: POLICY ON MEETING ROOM USE

Spokane Public Library 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 Spokane Public Library meeting, event, makerspace, and study rooms at all its facilities.

The Library does not discriminate based on age, race, color, religion, sex, national origin, marital status, parental status, sexual orientation, gender identity, political ideology, creed, ancestry, or the presence of any sensory, mental or physical disability. The permission to use Library facilities and meeting rooms does not signify that the Spokane Public Library or the City of Spokane endorses the policies or beliefs of the group or organization using the room.

The meeting rooms of Spokane Public Library are made available on an equal access, nondiscriminatory basis, and are accessible to people with disabilities in accordance with the Americans with Disabilities Act.

All activities must comply with federal, state, and local law and are subject to the rules and regulations of Spokane Public Library. 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 Spokane Public Library 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 the Spokane Public Library 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 the use of the Library's logo or Library location names (e.g., The Hive), 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.

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 Spokane Public Library 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 Spokane Public Library facilities and meeting rooms by any group signifies acceptance of the terms in this policy and the Procedure and Guidelines for Meeting Room Usage.

Policy originally adopted by the Board of Trustees on October 21, 1993 and then revised on August 22, 1994, September 17, 1997, December 21, 2005, November 15, 2006, February 19, 2008, October 18, 2016, June 14, 2022.



SPOKANE PUBLIC LIBRARY DOCUMENT #3.1.2

EFFECTIVE DATE: September 2022

SUBJECT: Meeting Room and Facilities Use 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.

A rental fees shown below are assessed in a 4-hour block. Prices for lesser or additional lengths of time will be adjusted accordingly.

Base Rental Fees				
Location	Room	Capacity	Non-Commercial	Commercial
The Hive	Events A, B, or C not combined	55-73	No Fee	\$250
The Hive	Events A, B, C combined	183	No Fee	\$750
The Hive	The Hive Studio E	64	No Fee	\$250
Shadle Park	Events	197	No Fee	\$500
Shadle Park	Studio	59	No Fee	\$250
Shadle Park	Classroom	35	No Fee	\$200
Liberty Park	Events	64	No Fee	\$250
Hillyard	Classroom	61	No Fee	\$250
Hillyard	Studio	44	No Fee	\$200
South Hill	Events	TBA	No Fee	TBA
Indian Trail	Events	TBA	No Fee	TBA
Central	Events A	160	No Fee	\$500
Central	Events B	96	No Fee	\$500
Central	Events A + B Combined	256	No Fee	\$1,000
Central	nx ^w yx ^w yetk ^w Hall*	300	N/A	\$3,000
Central	Studio	34	No Fee	\$200

**nx^wyx^wyetk^w Hall must be assessed in a 4-hour block, and will not exceed \$6,000 for a full day charge*