

**NORTHWEST REGIONAL LIBRARY**  
**MEETING ROOM POLICY**

The Library welcomes the use of its meeting rooms for non-profit activities of a civic, cultural or educational nature. They are not available for religious purposes, for the benefit of private individuals or for commercial concerns. Duly constituted continuing political groups may use the rooms but temporary committees for the advancements of an individual's success in a political campaign shall be denied such use. It is understood that all meetings held will be open to the public, including the news media. Groups may be asked to furnish a copy of their 501(c)3 statement verifying non-profit status.

#### Reservations

Reservations are made by contacting library staff. Meetings are scheduled on a monthly basis. In the interest of making the room available to as many users as possible, the Library reserves the right to limit the frequency with which any one group may use the facilities. Library oriented programs will be given preference for the use of these rooms. There will be no charge for use of the room but this use must be during library hours.

Reservations for library equipment to be used during the meeting must also be made in advance.

No admission fee may be charged except for paid registrations for educational conferences or workshops.

No product or service may be sold except for payment for materials required for educational use.

Light refreshments, excluding alcoholic beverages, may be served.

Any organization using the meeting rooms will be responsible for setting up the room according to its own needs.

All publicity such as brochures and announcements must carry the name of the organization sponsoring the meeting and not identify the library as a sponsor.

If a hearing-impaired person so requests at least one week before a meeting, the group or organization using the meeting room must provide a sign-language interpreter.

No group will discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in the provision of services.

No smoking is permitted in the library facility and the library is not responsible for lost or stolen articles.

When the library closes because of an electrical failure or a weather-related emergency, all efforts will be made to notify organizations scheduled to use the meeting room.

Adopted April 16, 1998  
Amended 9/99

**NORTHWEST REGIONAL LIBRARY**  
**EXHIBITS POLICY**

As part of the information mission of the library, it is policy to provide information through both displays and exhibits from the library's own collection and through community agencies or individuals. Though the library may provide display or exhibit space, this does not indicate an endorsement of the position promoted by the display or exhibit.

Exhibit areas are available for the use of beneficial or non-profit associations or corporations, community groups, civic and other associations local to the area served by the individual library and individual artists for display of their work. Exhibits will not include prices of objects. A request for a display focusing on a public issue must indicate that all aspects of the issue will be presented in an equal manner.

The library acts as a distribution point for handout materials for public awareness. Reasonable space will be provided for announcements and notice of programs and activities sponsored by civic, cultural educational and recreational groups of a non-commercial nature. The library will serve as a community information and distribution center for political information.

Adopted April 16, 1998