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RULES FOR MEETING ROOM USE

The following rules of use must be followed by any person using library meeting rooms:

1. If refreshments are served, due care and consideration must be given to the preservation of the library carpet and furnishings. Each group shall be responsible for providing its own serving equipment and for cleaning up after use.
2. All meetings held within the Main Library public service areas must conclude when the library closes; all meetings held in the Main Library auditorium must conclude, and participants vacate the library, no later than one-half hour after the library's closing time.
3. All meetings held at branch locations must conclude at closing time unless otherwise negotiated with the branch manager.
4. In compliance with Idaho State law, smoking in all meeting rooms is prohibited.
5. Organizations holding meetings assume responsibility for any damage to room or contents. No additional furniture or equipment other than that furnished by the library is to be used without library approval, excluding projectors and screens. The room must be cleared of abovementioned furniture and equipment, as well as any other items used (boxes, brochures, etc.) at the end of the meeting, unless written permission to leave the materials has been secured in advance from the Director.
6. The room must be left in a neat and orderly condition and in the order in which it was found. If not, notice will be given to the group that a second offense will result in its being denied further use of library rooms.
7. No admission fee for the event taking place in the meeting room, no matter how or where collected, may be charged by any group or individual using library meeting rooms, either at the Main Library or at the branch library community rooms, without permission in advance from the Director. It is understood that legitimate dues and membership fees do not constitute admission fees.
8. Although a group is not required to announce open attendance at its meeting, it may not exclude any member of the public from attending a meeting held in a public meeting room of the main library or branch library community rooms. No meeting announcements may indicate that the meeting is closed to nonmembers.

9. The Friends of the Boise Public Library, Inc. and the Boise Public Library Foundation, Inc. may use the name and address of Boise Public Library as the headquarters and official address of the organization. No other organization may do so.
10. Use of the meeting rooms may not disrupt the use of the Library by others. Persons attending the meetings are subject to all library rules and regulations.
11. Upon adequate notice and for good cause, the library reserves the right to revoke permission to use any meeting room. The Director is authorized to deny permission for the use of library rooms to any group that violates these regulations.
12. All news releases, publicity, or advertisements relating to any program or meeting held in one of the library's meeting rooms shall clearly state the name of the sponsoring organization or individual and shall not imply that the program or meeting is sponsored by the library unless the library has formally agreed to co-sponsorship.