

These guidelines are intended to govern the use of the ICfL's River Room by outside groups. For guidelines regarding staff use of office spaces for internal meetings, please refer to the "Meeting Space Guidelines."

Location, Size, and Amenities

Address: 325 West State Street, Boise, ID 83702

Finding Us: Our office is located on the southeast corner of State and 4th streets, behind the rose garden and fountain. Our entrance faces 4th Street. The River Room is located in the basement of our office.

Parking: There is a parking lot on the southeast corner of State and 4th streets. The south side of this lot (facing the park) has about 15 guest parking spaces that are free to use. However, there is a three-hour time limit for parking in this lot.

Free, all-day street parking is located on State Street between 3rd and 4th streets, and on 3rd street north of State. Street parking fills up quickly in the morning.

Size and Amenities:

- **Size:** The River Room can accommodate up to 49 people. The space has one column near the center, but it is otherwise completely open.
- **Availability:** The River Room is available to outside groups between the hours of 8:30 a.m. and 4:30 p.m. Monday through Friday, except on state and federal holidays. Access to the room outside of these hours may be granted on a case-by-case basis.
- **Layout:** The River Room has both long and round tables, along with an assortment of chairs. Guests may rearrange the space as needed but should return the room to its original arrangement prior to leaving.
- **Food Service:** The River Room has a full-sized refrigerator, coffee maker, and plenty of counter space. The space does NOT have a sink, running water, or cooking appliances. A water fountain with a bottle-fill station is easily accessible in the adjacent hallway.
- **Restrooms:** There are publicly available restrooms, including a fully handicap-accessible restroom, just down the hall.
- **Technology:** The River Room is equipped with a projector/screen and speakers that can be synced to laptops to display presentations, videos, etc. The availability of other technology, such as cameras, microphones, and virtual meeting capabilities, is subject to change. Please contact us to see what current technology is available in the room.

Note: The ICfL does not provide on-site technical assistance for technology. However, depending on availability, we may be able to schedule a time before your meeting for you to walk through the room and go over the technology so you are ready to set yourself up the day of your event.

Reserving the Space

The River Room is available for use by state agencies, public entities, and nonprofit groups. The room must be scheduled at least 48 hours in advance. The ICfL does not charge a fee for using the River Room. Internal meetings and ICfL events take priority when determining availability of the space for outside groups.

To reserve the River Room, please call or email the ICfL Management Assistant:

Allison Maier, (208) 639-4149, allison.maier@libraries.idaho.gov

When calling or emailing, please provide:

- Date(s) and time(s) when you would like to reserve the conference room, including about 15-30 minutes before and after your event for set-up and clean-up
- Number of people you expect to attend
- Whether you will have food catered/delivered for the event

STAFF NOTE: Once details of the meeting are confirmed with the reserving party, the Partnerships & Programs Supervisor will block out a corresponding time directly in the River Room's calendar so that it cannot be reserved for other meetings. The Partnerships & Programs supervisor will work with support staff to ensure the room is unlocked prior to the group's arrival and that support staff are aware of the event.

Arrival and Check-in

Upon arriving at the ICfL office, all outside guests attending the meeting/event must sign in. The sign-in sheet is located against the back wall of the lobby, directly across from the front door. From there, attendees are free to proceed directly to the River Room, which can be accessed by either the stairs on the right side of the lobby or the elevator at the back of the lobby. If using the elevator, please select the button labelled "BF" (basement front) to access the basement or "MF" (main front) to return to the lobby.

The River Room door is located directly across from the bottom of the stairs in the basement.

ICfL staff will unlock the room and turn on the lights prior to your arrival. However, should there be any issues with the room or if it has not been unlocked, please notify staff. Staff offices are located on the left side of the lobby. Please ring the doorbell and someone will assist you.

Using the Space

Guests are welcome to rearrange the tables and chairs to suit their needs. We ask that guests return the room to its original configuration prior to departure.

If you intend to have food catered or delivered for your meeting/event, you are responsible for ensuring the delivery person has directions to the room and/or for meeting you in the lobby. ICfL staff are not available to assist with food delivery. When arranging for your food delivery, please make sure the

delivery person understands that you are renting the room and that ICfL staff will not have information or be available to assist.

Departure and Check-out

Please leave the room as you found it, otherwise your group may be liable for the cost of cleaning or repairs. If you rearranged the furniture, please return it to its original configuration. Clean up any spills or messes. Make sure to take any food or beverages you brought with you, including any items in the refrigerator. Please take any other meeting materials you brought with you, including handouts, agendas, supplies, etc. Ensure all trash or recycling is disposed of prior to your departure – the River Room is equipped with several trash cans, and a large recycling bin is also available just outside the main doors to the space.

You are not required to turn off lights or lock the room when you leave.

All guests must sign out in the lobby prior to departure.