

APL MEETING ROOMS POLICY

PURPOSE

The Anacortes Public Library (APL) is committed to providing access to meeting rooms that foster community engagement and support the Library's Mission Statement and in the spirit of the American Library Association's Bill of Rights. The APL provides access to its public meeting rooms in an equitable manner to non-commercial organizations engaged in educational, cultural, intellectual, charitable or civic work for these purposes. There is no charge for use of the meeting rooms. The staff of the APL handles the reservations and questions regarding the use of the rooms.

Uses of the meeting rooms that will materially and substantially interfere with the operation of the APL, such as those uses that produce excessive noise, a significant safety hazard, or a significant security risk will not be permitted.

The meeting rooms in the APL may be reserved for use by educational, civic, cultural, and governmental groups when no admission charge is made. The meeting rooms are not available to commercial enterprises (organizations that promote or cause the sale of property or services for monetary gain) or for purely private functions (such as association or membership meetings, receptions, showers, birthday parties or dances, etc.) unassociated with the APL as a community entity. Exceptions may be made for meetings, short-term classes, institutes, discussion groups, and forums and a small fee charged. In fairness to the numerous groups in the community, the APL will not accept reservations for a series of meetings that would designate the APL as the regular meeting place.

RESERVATIONS FOR COMMUNITY ROOM

- Meeting room reservations are non-transferable between different organizations.
- No group or individual may reserve the meeting room more than once a calendar month.
- Events can be booked between the hours of 7:00am to 10:00pm. The reservation period must include all room setup, take-down, and cleanup.
- All events must be open to the public at no charge and may not be restricted to any particular group.
- The maximum capacity of the Community Meeting Room is 90 chairs, or 50 chairs with 12 tables.
- Events may be booked up to 90 days in advance.
- Events may not be reserved for the same day of the week more than once in any one calendar month or 30-day period.
- No products or services may be advertised, solicited or sold, with the exception of books and other resources sold at library-sponsored events.
- No fundraising events may be held in the meeting room except for library sponsored events, such as by the Library Foundation or Friends of the Library.
- Groups are limited to reserving a meeting room once per month. To ensure that meeting rooms are available to a variety of groups, the APL may limit room use for particular

organizations if abuse or non-compliance is detected, or if similar types of organizations are using the room with such frequency that equitable use is in question.

Reservations are made on a first come, first served basis. Library-sponsored programs have first preference. The APL reserves the right to cancel meeting room reservations due to construction, emergency closures or other unforeseen conflicts.

USES

Due to the high volume of requests, the following uses are prioritized in the following order:

1. Library sponsored activities
2. Activities by the Library Board of Trustees, Library Foundation or Friends of the Library
3. Meetings or activities of committees or boards of local government
4. Other non-commercial organizations engaged in educational, cultural, intellectual, charitable or civic work.

Groups wishing to use the meeting rooms are approved at the discretion of the Library Director. Meeting room space is reserved by completing the attached "Use Agreement" form. The person signing the "Use Agreement" form will be held responsible for any damage that might occur. The library should be notified of any cancelled meetings. The person reserving the meeting room must be an adult (at least 18 years of age). An adult must be in attendance during the use of the meeting room.

Use of the meeting rooms does not constitute APL endorsement of the viewpoints expressed by the participants in the programs. No advertisement or announcement implying such endorsement is permitted. Storage of goods by organizations using the meeting room is not permitted.

Commercial films may not be shown unless the meeting is sponsored by the APL or permission has been granted by the Library Director.

Exceptions to the Meeting Rooms Policy must be approved by the Library Board of Trustees. However, the Library Director is granted the power to waive rules if, in his/her judgment, emergency or other conditions warrant this action. The Library Director must report all such waivers to the Library Board of Trustees at its next regularly scheduled meeting.

Friends of the Library Community Meeting Room

The Friends of the Library (FOL) Community Meeting Room provides meeting space for the general public. All meetings must be concluded and the building vacated by 10:00 pm. Organizations using the Community Meeting Room may not charge an admission fee and will only be permitted to make sales under the following conditions:

1. The sales must be confined to the Community Meeting Room and no effort can be made to solicit other library patrons.
2. Making a purchase must in no way be a requirement for attending the meeting.

3. The sales must be an inconsequential part of the program scheduled for the Community Meeting Room.

Admission may be charged for programs sponsored by the APL and its affiliated organizations and the sale of goods that directly or indirectly benefit the APL will be permitted. When an author takes part in a library-sponsored program, the APL may arrange for the sale of the author's works at the program.

Study Rooms

There are four study rooms located within the library serving 2-6 persons. Use of these rooms are primarily intended for those persons receiving instruction, groups working on a project, or groups studying together.

- The rooms may be reserved for no more than 2 hours per day, and up to 3 times a week.
- These rooms are not intended for commercial use.
- For individual booking two-person maximum capacity room use will be used first.
- Reservations will be held for up to 15 minutes into the reservation, and then made available to other patrons if there is a "no show" when all other rooms are full, and the room on reserve is requested.
- When the rooms are not in use, the spaces will be available for quiet study, small group study, program space, or staff workspace depending on the needs of the APL as determined by the APL staff.

USE OF AUDIO VISUAL (AV) EQUIPMENT

- Assistance with AV equipment should be arranged prior to the event by calling Library Technology Assistance at (360)299-1943.
- Equipment settings should not be changed except as necessary to adjust volume or to fit the screen.
- The Loop equipment must be checked out by the user. Headphones are available at the service desk.
- The AV keys must be signed out at the service desk during APL open hours by the responsible person who has signed the Use Agreement. The keys may be collected up to 48 hours prior to the event.
- The keys may be returned at the service desk during open hours or if after hours, dropped into the outside book drop at the back of the building on 9th Street.
- All equipment must be turned off and all remote controls, microphone(s) and cables returned to the AV drawer(s) and the drawers locked at the end of the event.
- When all closing procedures have been taken care of, all keys must be returned to the APL service desk during business hours or into the outside book drop if the library is closed.

CLEAN UP

- Storage of goods by organizations using the meeting rooms is not permitted.
- All decorations and equipment brought in by the user must be removed.
- Chairs and tables must be put back in original location.
- All refreshment items must be removed.

- Counters and sink must be cleaned.
- Floor vacuumed and spills cleaned as necessary.
- Empty garbage cans and place refuse in dumpster behind library. Reline cans with bags provided.
- All equipment and lights must be turned off. Confirm lobby restrooms are unoccupied.
- Damage/cleaning fees may be charged if room is not left in the same condition as it was received prior to the event.

PUBLICIZING

Use of the meeting rooms does not constitute APL endorsement of the viewpoints expressed by the participants in the programs. No advertisement or announcement implying such endorsement is permitted. Groups may only note the APL is the location of the event. Publications of events using the APL in the title of the program or in the body of the announcement by groups reserving the room is not permitted.

BEHAVIOR

The APL staff reserves the right to enter any reserved meeting room at any time and for any purpose and further reserves the right, although do not assume the duty, to eject any objectionable person or persons from the library premises.

Failure to comply with this policy rules will result in withdrawal of room reservation privileges. The decision to deny use of a library meeting room may be appealed in writing to the Library Director. The Library Director will provide a written response to the request.

The APL Board of Trustees delegated to the Library Director or his/her designee the authority to develop and implement procedures and practices that carry out the provisions of this policy.

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