



whatcom county
library system

MEETING ROOM AND FACILITIES USE

ADMINISTRATIVE PROCEDURE NUMBER: 7.03.01

POLICY AUTHORITY: Meeting Room and Facilities Use Policy 7.03

SCOPE: This procedure applies to all persons wishing to reserve and/or use library meeting rooms and facilities.

Selected meeting spaces may be reserved using an online reservation system up to six months in advance. Requests may be submitted at www.wcls.org/reserve-meeting-space. Reservations are limited to one per week for groups of four or more people. Please notify the Library at least 24 hours before a meeting if it must be canceled to avoid cancellation of future reservations.

For rental rate purposes, use of library facilities must be identified as being either commercial or non-commercial.

Non-Commercial Use: (Schedule A)

No admission fee is charged and no donations of money or other property will be solicited. No products or services may be advertised, solicited or sold with the exception of books and other resources sold at library-sponsored events.

Commercial Use: (Schedule B)

Meeting or event may charge admission, class fees, sell tickets or other items, solicit donations, or promote a commercial business. Examples include classes or services which charge fees, fundraisers, performances which charge admission, and any event that includes food or merchandise vendors. Rental fee may be waived when a service club or other not for profit group is fundraising for charitable purposes.

Fees: For rental rates, see the Meeting Room and Facilities Use Fee Schedule. If special cleaning or repair is required as a result of use by a person or group, WCLS may charge the contact person an amount equal to the cost incurred by WCLS to return the meeting room to its previous condition. There may be a fee associated with use of meeting rooms before/after regular business hours. If applicable, this fee will be assessed by WCLS, the building owner or Friends of the Library group on a case-by-case basis.

Available Equipment: Audio/Visual equipment such as computer, projector, and assistive listening devices are available upon request in selected meeting rooms. There is limited availability of tables and chairs. See room details below for more information regarding available equipment.

Food: Food may be served in meeting rooms.

Alcohol: Alcohol is allowed on WCLS premises only after hours and on a limited basis with prior approval from the Library Board.

Indemnity Agreement: The applicant is responsible for any damage to the facility and equipment that occurs in their use. The applicant will be charged the cost of needed cleaning/repairs when necessary. If unpaid, this balance will be submitted to a collection agency. The applicant is responsible for properly operating any library equipment provided.

Meeting space locations/capacity:

Blaine Library: Max Capacity – 45 people

Deming Library: Max Capacity – 58 people

Ferndale Library Meeting Room: Max Capacity – 80 people

Ferndale Library Conference Room: Max Capacity – 10 people

Island Library Meeting Room: Max Capacity – 10 people

Lynden Library Meeting Room: Max Capacity – 80 people

Lynden Library Conference Room: Max Capacity – 10 people

North Fork Library Side Lot: Outdoor gravel lot measuring 40'x40'

Point Roberts Library: Max Capacity – 30 people

South Whatcom Library: Meeting room availability subject to terms and conditions of the Sudden Valley Community Association. Max Capacity – 14 people. Contact Library staff for details.

Meeting Room Checklist: A checklist is clearly posted in each reservable room outlining the responsibilities of those using the space. This checklist will detail procedures specific to that space regarding expectations surrounding technology, room set-up and cleaning supplies.

RELATED POLICIES: Program Policy 4.04; Conduct Policy 6.01; Posting, Petitions and Exhibit Policy 7.04; Political Activities and Expression by WCLS Employees 12.31.

STATUTORY REFERENCE: RCW42.17A.555 Use of public office or agency facilities in campaigns—Prohibition—Exceptions; RCW 42.52.180 Use of public resources for political campaigns.

APPROVED by Joan Airoldi, Director, November 8, 2010.

REVISED: July 23, 2018; May 19, 2016.