



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 four months in advance.

Requests may be submitted at www.wcls.org/reserve-meeting-space. Reservations may be limited to one per week and are generally for time periods of one to four hours. Please notify the Library at least 24 hours before a meeting if it must be canceled to avoid cancellation of future reservations. In the event that no one arrives to claim the reserved room, the reservation will be held for 15 minutes after the designated start time. After this time, the reservation will be considered cancelled, and the room will be made available for other users. Fees will not be refunded except in extenuating circumstances.

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 laptop, projector, PA system, 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 Meeting Room:** Max Capacity – 45 people
- **Blaine Library Meeting Pod:** Seats 2 comfortably; Max Capacity – 4 people
- **Deming Library Meeting Room:** Max Capacity – 58 people
- **Ferndale Library Meeting Room:** Max Capacity – 80 people
- **Ferndale Library Conference Room:** Max Capacity – 10 people
- **Ferndale Study Room:** Max Capacity – 4 people
- **Lynden Library Meeting Room:** Max Capacity – 80 people
- **Lynden Library Conference Room:** Max Capacity – 10 people
- **Lynden Library Study Room:** Max Capacity – 3 people
- **North Fork Library Side Lot:** Outdoor uncovered gravel lot measuring 40'x40'. No building access.
- **Point Roberts Library Meeting Room:** 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](#); [Meeting Room and Facilities Use Policy 7.03](#); [Posting, Petitions and Exhibit Policy 7.04](#); [Political Activities and Expression by WCLS Employees Policy 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](#).

REVIEW

The Deputy Director will be responsible for reviewing this administrative procedure periodically to ensure relevancy.

APPROVALS AND UPDATES

Date	Action	Reviewer	Approved By	Approval Signature
November 8, 2010	Approved.	-	Joan Airoidi	/s/
May 19, 2016	Revised.	-	Christine Perkins	/s/
July 23, 2018	Revised.	-	Christine Perkins	/s/
July 20, 2021	Revised.	-	Christine Perkins	/s/
January 24, 2024	Revised to clarify reservation limits.	Jackie Saul	Christine Perkins	/s/
April 19, 2024	Revised to clarify no show/fee refund policy	Michael Cox	Christine Perkins	/s/