

SOLDOTNA PUBLIC LIBRARY FACILITY USE POLICY & PROCEDURES

Meeting rooms covered by this policy include the Community Room, and Conference Rooms A and B.

The library offers the use of its meeting rooms for public meetings and programs that support the library's mission "bring the power of information, inspiration, and imagination through resources, technology, and programs to enrich the lives of all the people in our community, and to promote a life-long love of learning." Groups using library meeting rooms must meet the requirements of the General Terms and Conditions of Use and Operations stated below.

This policy does not apply to use of the meeting rooms for Library or City sponsored programs or programs sponsored by the Soldotna Library Friends.

The Soldotna Public Library follows the American Library Association's (ALA) guidelines (<http://www.ala.org/advocacy/intfreedom/statementspols/otherpolicies/guidelinesdevelopmentimplementation>) regarding access to library facilities. Soldotna Public Library meeting rooms are made available, on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The library encourages the widest possible use of its meeting rooms by the community within the framework of this policy, as long as meeting room use does not interfere with normal library functions. Abuse of meeting room privileges may be grounds for denial of permission for future use.

MEETING ROOM DESCRIPTIONS:

Conference Rooms A & B:

Conference Rooms A & B are 180 sq. ft. rooms with one table each and seating for 7. Conference Room B includes a 46" Samsung Smart HD TV with VGA, HDMI, and USB ports.

Community Room:

The Community Room is a 1100 sq. ft. facility with chairs and tables. It includes a projection screen and a suspended XGA projector with VGA and HDMI connections. A counter top including a microwave and sink are available for serving light refreshments. The capacity is 144 with chairs and 62 with chairs and tables. 40 chairs and 16 tables are available for use.

BOOKING:

All requests to reserve the Soldotna Public Library meetings rooms may be made up to **2 months in advance** of the first meeting date. Requests may be made by visiting the service desk, calling (907) 262-4227 during regular library hours, or by emailing library@soldotna.org.

In order to give all community groups an equal opportunity to use these facilities, individual meeting rooms may be reserved for no more than:

- 3 events a week (Sunday-Saturday)

- 8 consecutive weeks on a weekly basis
- 6 consecutive months for no more than 2 events a month or
- 12 consecutive months for no more than 1 event a month

Groups who wish to rebook meeting rooms for additional consecutive meetings may do so one week prior to the date of their final meeting.

Availability:

Reservations may be made to use the Community Room or Conference Rooms A & B during the following hours (see Before or After Hours Use below for additional hours):

Monday	10:00 a.m. to 5:45 p.m.
Tuesday	10:00 a.m. to 7:45 p.m.
Wednesday	10:00 a.m. to 5:45 p.m.
Thursday	10:00 a.m. to 7:45 p.m.
Friday	10:00 a.m. to 5:45 p.m.
Saturday	10:00 a.m. to 5:45 p.m.

- The Responsible Person or a listed Secondary Responsible Person who books the meeting space must report to Service Desk staff before beginning set up to pick up a room card. When the room is clear they must check out with Service Desk staff and turn in the room card.
- Reservations must include setup, rehearsal, and cleanup time for your meeting or event.
- The meeting space must be returned to its previous setup, and all participants must exit by the end of the reserved time.
- In consideration of others who need the meeting space, groups are encouraged to give the library at least 48 hours' notice when canceling a reservation. Groups that do not show up, or that frequently cancel at the last minute may be denied future bookings.
- Areas set aside for the conduct of library business are not available for use by the general public or groups using the facilities at any time. This includes the staff break room, offices, and storage areas.
- Permission to use Soldotna Public Library facilities and/or grounds, whether rented or provided at no charge does not constitute an endorsement or sponsorship of any group, individual, organization or event.

Priority:

Library and City programs have first priority. While the utmost care will be taken to schedule Library and City programs in advance, the Soldotna Public Library may cancel a reservation because an area is needed for the purpose of conducting Library or other City business.

Priority order for meeting room use shall be:

1. Library Sponsored Programs
2. Library Co-Sponsored Programs

3. Local Government Meetings/Programs/Hearings
4. Public Programs/Meetings
5. Private Conferencing
6. Other Private Study
 - a. Groups
 - b. Individuals

Conference Rooms A & B

1. Use of Conference Rooms A & B will be determined on a first-come, first-served basis. Users must report to Service Desk staff to pick up a room card. When the room is clear they must check out with Service Desk staff and turn in the room card.
2. Verbal reservations may be made at least one day in advance for a single future time slot of up to four hours. To reserve conference rooms for more than one time slot, or for meetings lasting more than four hours, patrons must email their request including dates, times, and a description of their meeting to library@soldotna.org or fill out the written application, form 03.01.1 FACILITY USE AGREEMENT (attached).
3. Conference Rooms may be used on a drop-in basis by groups and individuals reserving the space on the same day, in person or by phone.
4. Drop-in use will be governed by the following guidelines:
 - a. Groups or individuals must sign up at the service desk in person or by phone. Groups or individuals may sign up for the next available two-hour slot in the same day.
 - b. An individual using the room may be asked by staff to vacate if staff needs to move a study group in.
 - c. The time limit is normally two hours per group or individual, but this may be extended if the room is still available after two hours have passed.

Community Room

1. Because the Community Room is used by a wide variety of public, library, and city groups, advance reservation requests should be made at least **1 week prior** to the date. This does not apply to small (under 15 people) drop-in groups.
2. A telephone reservation is tentative only. The written application, form 03.01.1 FACILITY USE AGREEMENT (attached), should be received at least **1 week prior**, and no less than **1 day prior**, to the meeting date.
 - a. A signature is required to confirm. By signature, user agrees to comply with the Soldotna Public Library Facility Use Policy & Procedures.
 - b. The completed form may be turned in at the Service Desk, scanned and emailed to library@soldotna.org, or faxed to 1-866-596-2993.
 - c. Any change to a confirmed reservation must be by email (sent to: library@soldotna.org) or in writing, (addressed to: Soldotna Public Library -

Attn: Facility Use Coordinator, 235 N. Binkley, Soldotna, AK 99669). Specify date(s) and time(s) of use to be changed.

3. Status order of a reservation is determined by date of receipt by the Soldotna Public Library of the signed Facility Use Agreement, not the date of initial inquiry.
4. Applications for use during any calendar year (January 1 - December 31) are processed as received during that year. Applications for the following year are accepted beginning November 1, and are processed in the order received.
5. Groups/Users who utilize Soldotna Public Library space on a regular basis are required to submit a new application each year.
6. Library staff will attempt to contact applicants no more than 3 times to confirm a reservation. A reservation not confirmed within one week of the event may be canceled.

Before or After Hours Use

1. The Community Room may be reserved before or after Soldotna Public Library's regularly posted hours by a responsible person who is at least 18 years old.
2. Reservations including before or after hours use must be approved by Library Administration and may be held **Monday-Sunday from 5:00 a.m. to 11:00 p.m.**
3. Groups meeting outside of regular Library hours will only have access to the Community Room and restrooms, and are not permitted in the main Library space. Groups are responsible for ensuring rented facilities are not defaced or otherwise damaged.
4. Before or after hours reservations are subject to a **nonrefundable \$30.00 fee** that must be paid prior to the scheduled reservation during our regular business hours. Payment by Purchase Order must be preapproved by Library Administration.
5. The library parking lot is not maintained before hours and on days the library is closed. Groups are encouraged to consider the safety of their participants, and to cancel events when inclement weather, such as heavy snowfall, make the library parking lot inaccessible. Fees for cancelled events may be applied to future events at the discretion of Library Administration.
6. The Responsible Person or Secondary Responsible Person must arrange to pick up and return the building key and other needed equipment from Library Service Desk Staff during regular Library hours.
 - a. For **Before Hours reservations**, the key will be available one business day prior to the event.
 - b. For **After Hours reservations**, the key will be available the same day during regular Library hours, or one business day prior for events held on days the Library is closed.
 - c. The building key will only be given to the Responsible Person who signed the Facility Use Agreement or the Secondary Responsible Person listed on the Agreement. The Responsible Person who picks up the key may not give the key to any individual not listed on the FACILITY USE AGREEMENT.

- d. The key must be **returned directly to Library Service Desk Staff** the same or next business day, for morning or evening reservations, respectively. Groups who fail to return the key on time may be denied future bookings. **Groups who lose or fail to return the key within 3 business days after their event will be billed \$100 for re-keying.**
- e. The building key may only be used during the approved reservation time. Groups found to be using the key outside of this time may be denied future bookings.

GENERAL TERMS AND CONDITIONS OF USE AND OPERATIONS:

Conditional use: The user shall defend and hold harmless from, and indemnify the City of Soldotna for liability and claims arising out of acts or omissions of the library, employees, participants, agent or contractors. A certificate of insurance may be required.

1. Meeting rooms are available only for purposes that will not interfere with other library services. Activity and noise levels shall not disturb other users of the facility. The group leader is responsible for keeping activity and noise within reasonable levels acceptable to library staff on duty.
2. Users are responsible for their own supplies, specialized equipment, set up and clean up.
 - a. Setup and/or troubleshooting of laptops, audiovisual, videoconferencing, and other specialized equipment will not be performed by Library or other City employees.
 - b. Tables, chairs and equipment must be returned to the original configuration, arrangement and/or storage location within the time reserved.
3. All groups must leave the meeting room promptly at the end of their approved reservation time.
 - a. If the approved reservation time ends before closing hours, the group must leave before closing.
 - b. If a group does not comply, causing library staff to work overtime, a charge of \$10 will be levied for each 15 minutes beyond closing.
4. Groups serving refreshments are expected to provide their own utensils, dishes, coffee pot, etc. and to discard garbage bags that are over half full in the library's dumpster.
5. Rooms must be left clean and in good order. A vacuum is available for groups to use following their event. An appropriate cleaning fee (\$30 minimum) will be levied for noncompliance, and future bookings for that group may be denied.
6. Users are financially liable for any damage to the facility or library equipment caused by or as a result of their use and are required to report such damage as soon as possible after the incident and shall take only such action as is reasonably necessary to stop or contain damage.
 - a. Soldotna Public Library will repair, clean or take such other reasonable action as is necessary to clean and/or repair such damage.

- b. Payment for any damage(s) is the responsibility of the user and shall be made to Soldotna Public Library within thirty (30) days of receipt of any billing.
7. All solicitation must be preapproved by Library Administration and must be offered as a direct supplement to scheduled programs. For example, an author selling books as part of an author visit or a musician selling CD's following a performance are acceptable forms of solicitation. Preapproved organizations or individuals may solicit the attendees of their meetings, but only within the confines of their reserved meeting room.
 - a. Organizations dedicated to the support of the Soldotna Public Library may solicit in library facilities.
 - b. Solicitation shall mean the request or appeal, directly or indirectly, oral or written, for any contribution, whether such contribution is intended to be charitable, for profit, or in exchange for the provision of a good or service. Furthermore, solicitation shall be deemed to occur when the request is made, at the place the request is received, whether or not the person making the same actually receives any contribution.
8. Use shall be in accordance with all applicable Federal, State and Municipal ordinances, statutes, rules and regulations.
9. Use of media in library meeting rooms shall not violate copyright law.
10. Additions to or alterations of Soldotna Public Library equipment, electrical or mechanical systems are prohibited.
 - a. All decorations, scenery, etc. shall be erected without defacing the facility in any way, are subject to the approval of the library and shall be installed and removed from the facility within the time reserved.
 - b. No items/materials may be affixed to walls, doors, flooring, furniture, etc. that will leave a residue, stain, scratch or otherwise mar these surfaces.
 - c. The following are not allowed in any Soldotna Public Library facility: smoking (including electronic cigarettes), candles, open flame, flammable, combustible, or smoldering decorations.
11. Interruption or Termination of the event: Soldotna Public Library reserves the right to interrupt, terminate or cancel an event when, in the sole judgment of Library Administration, such act is necessary in the interests of public safety and/or user is in violation of this policy. User waives any claim for damages or compensation should the event be interrupted, terminated or canceled.
12. Users must check in and out with Service Desk staff. The Responsible Person or a listed Secondary Responsible Person who books the meeting space must report to Service Desk staff before beginning set up to pick up a room card.
 - a. When the meeting room has been cleaned, equipment has been returned, and the user has restored the area to its original configuration, this person must check out with Service Desk staff and return the room card. Staff will check the room to see if any additional cleaning or other actions must be performed.

- b. An appropriate cleaning fee (\$30 minimum) will be levied for noncompliance, and future bookings for that group may be denied.
13. Users agree to observe posted room capacities and to ensure that their use shall not adversely affect the needs of Soldotna Public Library and shall be conducted so as not to disturb others using the library.
14. No items may be stored for any user/group in any Soldotna Public Library facility. All supplies and equipment used in an event must be removed from the facility at the completion of each reservation period. Soldotna Public Library is not responsible for items left in, lost, or stolen from Soldotna Public Library facilities and/or grounds.
15. Food and drink are allowed only in designated seating areas.
- a. Those areas are: the Community Room, Conference Rooms A & B, and library seating areas away from public computers.
 - b. Drinking beverages or eating near library computers or bookshelves is prohibited. Leaving messes behind or failing to throw away food, drink, or other garbage is also prohibited. Beverages in closed containers are acceptable throughout the library.
16. Offering alcoholic beverages is discouraged in a library setting. However, depending on the event, Community Room users may apply to the City Librarian for approval no less than ten (10) days prior to the reservation.
- a. All alcoholic beverage service for events shall only be provided by approved providers, and alcoholic beverage service and planned dispensary procedures must be approved by and at the discretion of Library Administration. Decisions regarding alcoholic beverage service shall be final.
 - b. Copies of all permits must be submitted to the library service desk a minimum of five (5) working days prior to the scheduled event.
 - c. Copies of permits must be posted in the area where alcoholic beverages are to be served.
17. Advertising/Promotion of events, meeting programs etc., for which space within Soldotna Public Library facilities has been reserved, must clearly state the sponsor of the event and a local contact telephone number.
- a. Promotional materials, press releases etc., must be worded so that it is clear to the general public the event is held at, not sponsored by Soldotna Public Library. Noncompliance with this policy may lead to immediate cancellation of the event.
 - b. Groups using the library facilities should display the following message on signage and other promotional materials for the event: *"The Soldotna Public Library does not endorse these materials or the viewpoints expressed in them."*

Adopted by Library Board: 04/15/2019
Approved by City Librarian: 04/15/2019



SOLDOTNA PUBLIC LIBRARY
FACILITY USE AGREEMENT

http://www.soldotna.org/departments/library/events/request-a-room

235 N. Binkley St. Soldotna, AK 99669 (907) 262-4227 library@soldotna.org

Staff Use Only:

Date Rec.:
Room requested:

ON CALENDAR
Contacted (Date, Method):

- 1.
2.
3.
CONFIRMED
DENIED

Updates:

Fees: \$

Paid in full
Date:

Organization:

Address:

City: State: Zip:

Responsible Person: Phone:

2ndary Resp. Person (opt): Phone:

Email(s):

Staff will attempt to contact you 3 times to confirm a reservation. Your event may be cancelled if we can't reach you.

Estimated Attendance of Event:

Equipment Needed:

- Projector Screen Podium Audio Cord Piano Mic
Chair(s) Qty: /40 Table(s) Qty: /16 VGA Cord Laptop(s) Qty:

Schedule:

Date(s) of Event(s) Month/Date/Year Time (Include Set-up & Clean-up)

Reoccurring Reservation (Ex. Monthly Meetings)

Day of the Month, Time (Ex. 2nd Tue. of the Month, 6-7PM):

Date Begin (Month/Year): Date End (Month/Year):

Event Details

- 1. Purpose of Event:
2. Will any solicitation occur during the event? Yes No
If yes, please explain:
3. Will any film(s) be shown? Yes No
If yes, do you have permission to show the film(s)? Yes No
4. Is the event open to the public? Free Cost: \$ Public Private
5. Would you like your event and contact info to be included on an online event calendar? Yes No
a. Event start time and end time if different from above:

Refreshments:

Will refreshments be served? Yes No

Description:

Will Alcohol be served? Yes No

(See item #16 Under FACILITY USE POLICY & PROCEDURES: GENERAL TERMS AND CONDITIONS OF USE AND OPERATIONS for Requirements)



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Don't forget!

Please check each box to indicate that you have read and understand the following:

- The room card or key can only be given to the Responsible or Secondary Responsible person. Anyone who arrives earlier than you will not be able to get into the room.
- Please be prepared to set up and clean up tables, chairs, supplies, and electronic or other specialized equipment without assistance from Library Staff. Instructions for connecting to the digital projector are provided.
- Make sure the room is clean and ready for the next group promptly by the end of your reservation. A vacuum cleaner, trash bags, and dumpster are provided for your convenience.
- For security reasons, do not store anything in the Library overnight.
- Any requests to change your reservation must be submitted in writing.
- U.S. copyright law (Title 17, United States Code, Section 110) requires you to have permission to legally show films in any public space. Please make arrangements to obtain the proper license before reserving the room.
- Make sure to check the box if you want us to add your information to our online event calendar (#5). The calendar will include the title of your event, organization, your name, and contact information.

The undersigned representative of the organization who is applying for permission to use library facilities certifies that he/she has received, read, and understands the Facility Use Policy & Procedures. User agrees to abide by the policies and regulations of the Library with regard to use of such facilities and agrees to save, hold harmless and indemnify the City of Soldotna from any claims; lawsuits or judgments arising from loss, damage to property or injury to persons from or during the above described activity(s).

Name (Printed): _____

Signature: _____

Date: _____