

BAINBRIDGE PUBLIC LIBRARY (BPL)
Large Meeting Room Rental Procedure and Application

BPL's Large Meeting Room is available for rent on a first-come, first-served basis to non-profit and for-profit organizations, businesses, service clubs and individuals. Located on the main floor just off the entrance lobby, the room has capacity for up to 102 people, depending on configuration. The room is handicapped accessible.

Fees:

- \$35 per hour with a minimum of two hours (\$50 per hour with a minimum of two hours, beginning 1/1/2019)
- \$200 for all day up to 5:00 PM (\$280 for all day up to 5:00 PM, beginning 1/1/2019)
- \$250 for all day to 9:00 PM (\$350 for all day to 9:00 PM, beginning 1/1/2019)

Capacity and features provided:

1. Occupant capacity: 60 persons with tables and chairs; 80 seated without tables; 102 standing.
2. 100 chairs and seven tables.
3. Wireless internet access through the library's public access network.
4. Sound system with hearing assistive technology (hearing loop).
5. Digital LCD projector, automatic screen.
6. Sink.
7. Restrooms in the lobby.
8. Commercial compost, recycle and landfill bins inside the Meeting Room.

Rental procedures

Reservations must be made by calling Shenti Adam, the Meeting Room Coordinator, at 206-866-1250 or email info@bainbridgepubliclibrary.org. Please note:

- No reservations are taken at the library.
- There is a non-refundable application fee of \$50.00 which will be applied toward rental charges.
- A reservation is not secured until the Meeting Room Coordinator receives a completed application plus fee. A temporary hold on the room is valid for fourteen (14) days only.
- The full rental charge must be paid ten (10) days prior to reserved date.
- For cancellations made seven (7) days prior to the reserved date, all but the \$50.00 non-refundable application fee will be returned. Cancellations made less than seven (7) days prior to the event are subject to the entire cost of the reservation. All cancellations must be made by calling 206-866-1250.
- If the room is to be used when the library is closed, a \$50.00 refundable key/custodial/damage fee, in addition to the \$50.00 application fee, is required. The key will be available at the upstairs service desk at least two (2) days prior to the reservation. A representative from the group is responsible for picking up the key and returning it in the library drop-box (outside the main entrance to the building). The key must be returned immediately following the reservation. The renter will provide separate payments for each fee.
- There is a limit of three (3) continuous days of usage. Requests for exceptions are to be made in writing to the BPL Board of Directors, Post Office Box 11815, Bainbridge Island, WA 98110.
- All fees must be paid by check or credit card. Checks should be made payable to the Bainbridge Public Library.

Renter responsibilities

The renter will be held responsible for any and all damage to the facility, artwork, and equipment, and for the cleanliness of the facilities at the close of the event. Renters are expected to leave the room, furnishings, parking lots and restrooms in the same condition they were in before the activity began. Failure to do so will result in custodial fees, charges for damages and/or cancellation of any further reservations.

Please note:

- The renter is responsible for all setup and cleanup.
- Rental time includes setup and cleanup.
- The renter must turn off lights in the meeting room and restrooms if leaving after library closing hours.
- Foyer lights are to be left on.
- Candles and other open flames are prohibited
- The renter must make certain the meeting room door is locked before leaving. The outside (main entrance) door must be locked if the renter is using the library after closing hours.
- If renters plan to use the PA system with wireless mics, they must bring 2 new 9v alkaline or lithium batteries. Other types of 9v batteries are unsuitable.
- If renters are not familiar with the library system (LCD projector and/or sound system) an orientation can be arranged by asking the Meeting Room Coordinator (Shenti Adam, 206-866-1250) to contact a volunteer who will arrange a mutually convenient time for instruction. Please note that technical assistance is **not** available at the time of the meeting.
- A manual with graphic images showing various connection options is located in the A/V cabinet in the meeting room.
- Adult chaperones must be provided for any function that is attended by anyone under the age of 18 years.
- If alcohol is served the renter must secure appropriate licensing from the Washington State Liquor Control Board prior to the event, and the liquor permit must be displayed. Alcohol is to be served only to those of legal age.
- Rental of the meeting room does not allow for use of the library reader board (events announcements) or set up outside of the room.
- Parking for events that begin before the library opens is in the south library parking lot of the main entrance on Madison Street (the "green" parking lot farthest south of the main entrance to the Library on Madison). Temporary parking is permitted closer to the building for loading/unloading necessary materials for the meeting. If more parking is necessary, it is the renter's responsibility to make arrangements with nearby property owners to utilize their parking areas.
- In the evenings, the temperature in the meeting room is on an automatic timer (economy setting). If the temperature is too cold, the lever can be moved to the "warm" setting, then by pressing and holding the button on the side for 1-2 seconds. The room warms up quickly and

stays warm for at least 90 minutes. For longer meetings or programs, the button should be pressed twice.

Restrictions

- BPL rejects discrimination because of race, creed, color, national origin, sex, sexual preference, the presence of any sensory, mental, or physical disability, or any discrimination not specifically listed but declared unlawful by Washington State or Federal law.
- The meeting room may not be rented for the express purpose of selling products or services. Selling products such as books, tapes or other items is permitted only as an adjunct to the program or presentation.
- Nothing can be affixed to the walls. The use of tacks, nails and tape is prohibited.
- Only pens designated for White Board can be used.
- Smoking inside the meeting room or anywhere on library grounds is prohibited
- No programs or activities can include on-site use of drugs, flammable materials or firearms.

Violations will result in future ineligibility to rent the Meeting Room.

BAINBRIDGE PUBLIC LIBRARY: Large Meeting Room Rental Policy

Meeting rooms are made available as a public service, and booking a room in no way indicates an endorsement of the program or philosophy of those who are using the rooms. All activities that are not affiliated with the Bainbridge Public Library (BPL) or the Kitsap Regional Library (KRL) must, in their publicity, programs and advertisements concerning the meetings and events at the library, clearly display the following disclaimer: "This activity/event is not sponsored, endorsed or approved by the Bainbridge Public Library."

Meeting room policy is set by the Bainbridge Public Library Board of Directors, a non-profit corporation representing the citizens of Bainbridge Island. Exceptions to this procedure may be granted only by the Board. Any questions regarding the above rules or their interpretation shall be resolved by the Board. Renters denied the use of the Meeting Room may appeal the decision in writing to the BPL Board of Directors within ten (10) days of the denial of usage. The library does not assume liability for injuries or damage to personal property occurring as a result of the action of the sponsors or participants.

Bainbridge Public Library rejects discrimination because of race, creed, color, national origin, sex, sexual preference, the presence of any sensory, mental, or physical disability, or any discrimination not specifically listed but declared unlawful by Washington State or Federal law.

The Board of Directors of Bainbridge Public Library will implement this policy by providing its facilities for use by the public in accordance with this policy, and by contracting with, sponsoring, and cooperating with persons, organizations, and other entities which subscribe to this policy, or have their own equivalent non-discrimination or similar policy in effect.

Meeting room reservations for library programs or library-affiliated users may be made on a permanent basis, subject to cancellation if the space is not needed or a program is discontinued. Library programs are those programs sponsored and coordinated by the Kitsap Regional Library system or Bainbridge Public Library.

Library affiliated users are those users specifically identified by the Board as eligible for use of the meeting rooms at a reduced rate. Users must present free and regular public programs to the community. At the time of adoption of this amended policy, such users are the VIP group, BIGS (the genealogy group), and the Island Theatre group.

The Board has established rental rates for the meeting rooms. Library programs are entitled to use the meeting rooms without charge. Library affiliated users will receive a discount from the established rate.

The Branch Manager or designated staff member is authorized to deny use of the Meeting Room to any individuals or group interfering with library operations or violating any of the regulations or the Standard of Conduct for Library Patrons which is posted in the library.

BPL reserves the right to cancel use of the room. As much notice as possible will be given.

Meeting Room Rental

Approved by BPL Board of Directors ____ April 2018_____

Reservation application form appears on the next page

Bainbridge Public Library Meeting Room Reservation Application

Group Name _____

Contact Name(s) _____

Contact's Phone _____

Contact's Email _____

Date(s) requested (xx/xx/20xx) _____

Hour(s) requested (AM or PM?) _____

Number of people expected _____

Purpose of meeting _____

Will you charge for admission? If yes, please explain _____

Please check the following:

- I have read and agree to abide by the Meeting Room rental policies designated by the Bainbridge Public Library and its Board of Directors, and will ensure that the room is maintained, secured, and in a clean condition for this rental period.
- I have attached a check in the amount of \$50 as a non-refundable application fee with the understanding that the amount will be subtracted from the rental fee.
- I acknowledge my responsibility to pay the rental fee ten (10) days before the date requested.
- I further acknowledge that the renter assumes all responsibility for injuries or damage to personal property occurring as a result of the action of the sponsors or participants.
- I understand that the rental period of time includes setup and clean-up before and after our meeting. I will not have access to the room before the time indicated in my application.

Signed _____ Date _____

Printed name _____

Meeting Room Coordinator Shenti Adam

Phone: 206-866-1250

Email: info@bainbridgepubliclibrary.org

Please copy for your files, and return this page.

Make check payable to Bainbridge Public Library and send to:

**Bainbridge Public Library
Post Office Box 11815
Bainbridge Island, WA 98110**