

BAINBRIDGE PUBLIC LIBRARY

Library Large Meeting Room Rental Procedure and Application (10/2017)

The Library Large Meeting Room is available for rent on a first-come, first-served basis to non-profit and for-profit organizations, to businesses, service clubs and individuals. Reservations can be made within 120 days of the meeting. Located on the library's main floor just off the entrance lobby, the room has capacity for up to 157 people depending on configuration. The room is handicapped accessible.

Fees:

- \$35 per hour with a minimum of two hours
- \$200 for all day up to 5:00 PM
- \$250 for all day to 9:00 PM

Capacity and Features:

1. Wireless internet access through the library's Public Access network.
2. PA system with hearing assistive technology (hearing loop).
3. Occupant capacity: 60 persons with tables and chairs; 100 seated without tables; 157 standing.
4. 100 chairs and nine tables are available.
5. Equipment includes: digital LCD projector, automatic screen, and sink. Coffee pot is not provided.
6. Restrooms available in the lobby.
7. Commercial compost, recycle and landfill bins are located INSIDE the meeting room for convenience.

Rental Procedures

Reservations must be made by phone 206-866-1250 or email info@bainbridgepubliclibrary.org. Please note that **no** reservations are taken at the library. **There is a non-refundable application fee of \$25.00 which will be applied toward rental charges.** Unless the reservation is made less than ten (10) days prior to usage of the meeting room, the full rental charge must be paid ten (10) days prior to reserved date. For any cancellations made seven (7) days prior to the reserved date, all but the \$25.00 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.

There is a limit of three (3) continuous days of usage. Applications for exceptions are to be made to the BPL Board of Directors.

If the room is to be used when the Library is closed, a \$35.00 refundable key/custodial/damage fee, in addition to the \$25.00 application fee, is required. The key will be available at the Library Information 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.

All fees must be paid by check or credit card. Checks should be made payable to the BPL Board.

Renter Responsibilities

The applicant will be 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. Applicants 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. All setup and cleanup is the responsibility of the renter; time used for setup and cleanup is considered rental time. All of your garbage must be removed from the premises and use of our waste cans is not permitted.

Please note these specific items:

- If you plan to use the PA system with wireless mics, the renter MUST bring 2 new 9v alkaline or lithium batteries. Other types of 9v batteries are unsuitable.
- The renter must turn off the lights in the meeting room and the restrooms if leaving after Library closing hours.
- The foyer lights are to be left on.
- 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.
- Adult chaperones must be provided for any function that is attended by anyone under the age of 18 years.
- If alcohol is served the applicant 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.
- The 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 to load/unload necessary materials for the meeting. If more parking is necessary, it is the applicant’s responsibility to make arrangements with nearby property owners to utilize their parking area.
- In the evenings, the temperature in the meeting room is on an automatic timer (economy setting). If the temperature is too cold, you can move the lever to the “warm” setting and press and hold the button on the side for 1-2 seconds. It warms up quickly and stays warm for at least 90 minutes. For longer meetings or programs, press the button twice.

Restrictions

- Please do not affix anything to the walls: no tacks, no nails, and no tape may be used on the walls.
- On the White Board, please use only those pens designated for White Board use.
- No smoking inside the meeting room or anywhere on library grounds.
- The meeting room is not available for use to groups or persons who discriminate on the basis of gender, ethnicity, religion, nationality or sexual orientation.
- No programs or activities will include on-site use of drugs, flammable materials, including candles, or firearms.

- The meeting room may not be rented for the express purpose of selling products or services. Selling products, i.e., books, tapes or other items is permitted only as an adjunct to the program or presentation.

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

Bainbridge Public Library Meeting Room Rental Policy

The 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 BPL 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. Applicants 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, which occurs as a result of the actions 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 Trustees 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 and 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:

- a. Kitsap Regional Library (KRL) offerings planned and staffed by employees of KRL.
- b. Programs sponsored and coordinated by Kitsap Regional Library system (ex. Library U) 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 Librarian or designated staff member is authorized to deny use of the Meeting Room to any individuals or group interfering with the library operations or violating any of the regulations or the Standard of Conduct for Library Patrons which is posted in the library.

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

Bainbridge Public Library Meeting Room Reservation Application

All information below is required

Group Name	
Contact Name(s)	
Contact's Phone	
Contact's Email	
Contact's Address	
Date(s) requested (xx/xx/200x)	
Hour(s) requested (am or pm?)	
Number of people expected	
Specific purpose	
Will you charge for admission?	
If charging, please explain	

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.

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 BPL Board, and send to:

Bainbridge Public Library, PO Box 11815, Bainbridge Island, WA 98110