

- Users will indicate their equipment needs on the Community Room Reservation form. Library staff are not available to operate the equipment. Instructions for use are posted on each piece of equipment.
- The person who signs the Community Room Registration form is responsible for any damage to library property. Abuse may result in loss of permission to use the Community Rooms.
- The library is not responsible for loss or damage of materials or equipment owned by the group or individuals using the community rooms.

Safety

- Community Room capacity limits are posted and must be followed.
- No alcohol or smoking is allowed in Community Rooms.
- Safety concerns prohibit flammable materials or open flames in Community Rooms.
- Illegal or potentially hazardous activities are not allowed in Community Rooms.
- An appropriate number of competent adult sponsors or chaperones must accompany groups of minors or young children.
- Community Room use must not disrupt or interfere with normal library use.

Room use when library is closed

- Room users have access to public bathrooms and to their scheduled room before and after the library open hours. Access to the rest of the library is prohibited.
- If a meeting is scheduled at the Central Library before library open hours, the room will be unlocked by library staff before the meeting.

Community Room Policy

- 1. Library offers the use of its meeting rooms to the community:** As an extension of its mission to serve as the community's access to the world of information, the Library welcomes the community's use of its meeting rooms for informational, cultural or civic meetings and programs.
- 2. Community Room use is made available on an equitable basis:** Space is made available for use by the public on equal terms, regardless of the beliefs, affiliations or viewpoints of the groups or individuals requesting their use.
- 3. Library does not endorse the activities or viewpoints of those using its Community Rooms:** Publicity for meetings or programs being held in library meeting rooms will clearly state the Library does not endorse the activities or viewpoints of the groups presenting the event. If the Library sponsors or cosponsors a meeting or program this will be clearly stated in the publicity of the event.
- 4. Library sponsored or cosponsored meetings or programs have priority on Community Rooms availability:** The remaining Community Room space is made available on a first-come, first-served basis.
- 5. Library charges fees for the use of its Community Rooms:** The Library has two fee rates: commercial and non-commercial. Library staff will determine the appropriate rate after consultation with the group or individual requesting a reservation.
- 6. Library requires completed registration before Community Room use:** Registration includes a signed agreement that the group will abide by all Library policies and procedures.

Locations and Hours

Central Library

210 Central Ave
360-778-7323

Monday & Tuesday 10 a.m. - 8 p.m.
Wednesday - Saturday
10 a.m. - 6 p.m.

Fairhaven Branch

1117 12th St
360-778-7188

Monday - Saturday 1p.m. - 6 p.m.

Barkley Branch

3111 Newmarket St Suite 103
360-778-7290

Tuesday, Thursday 2 p.m. - 6 p.m.
Wednesday, Friday, Saturday
10 a.m. - 2 p.m.

www.bellinghampubliclibrary.org

Community Room Policy



Bellingham Public Library

Use of Community Rooms

Reservations

- You must be 18 years old to reserve a room.
- You can reserve a room in one of the following ways:
 - Phone:** 360-778-7220, Monday - Friday, 10 a.m. - 4 p.m.
 - In Person:** At the Central Library, 210 Central Ave, Monday - Friday, 10 a.m. - 4 p.m.
 - Online:** www.bellinghampubliclibrary.org. Click on "Community Rooms," then on "Request a Reservation."
- Reservations are not valid until confirmed by the Community Room Coordinator.
- Reservations can be made several months in advance; and in October of each year, up to one year in advance.

Payment

- Payment of Community Room fees must be received 5 days prior to the reservation date (unless other arrangements have been made). If payment is not received, the room will be open to other reservations.
- If reservations are made with less than 5 days notice, payment will be made on the day of the meeting (unless other arrangements have been made).
- Same day use may be possible if rooms are available. Groups or individuals will complete the Community Room Registration form and pay before the room is used.
- Payment of fees may be made in cash, check, money order or credit card and be paid at the Central Library or Fairhaven Branch during open hours or mailed to:

Bellingham Public Library
Attn: Community Room Reservations
CS-9710
Bellingham, WA 98227-9710

Facility	Description	Hours Available	Non-Commercial Use Fee	Commercial Use Fee
Central Library Conference Room	Capacity: 10 people Contains: Board table and chairs, wipe board. Equipment available: overhead projector, DVD/VCR/TV monitor (request during registration).	Monday & Tuesday 8 a.m - 11 p.m. Wednesday - Saturday 8 a.m. - 6 p.m. No meetings on declared City holidays.	\$12.50 per hour	\$25 per hour
Central Library Lecture Room	Capacity: 106 people Contains: Tables, chairs, blackboard, projection screen, LCD projector kitchenette with small refrigerator. Equipment available: overhead projector, DVD/VCR/TV, lectern, and standing microphone (request during registration)	Monday & Tuesday 8 a.m. - 11 p.m. Wednesday - Saturday 8 a.m. - 6 p.m. No meetings on declared City holidays.	\$25 per hour	\$50 per hour
Fairhaven Branch Northwest Room	Capacity: 30 people Contains: table and chairs Equipment available: projection screen	Monday-Sunday 8 a.m. - 11 p.m.* *Only quiet use during library open hours.	\$18.75 per hour	\$37.50 per hour
Fairhaven Branch Fireplace Room	Capacity: 45 people Contains: tables and chairs Equipment available: projection screen	Monday-Sunday 8 a.m. - 11 p.m.* *Only quiet use during library open hours.	\$18.75 per hour	\$37.50 per hour
Fairhaven Branch Auditorium	Capacity: 201 (seats 150) Contains: tables and chairs, kitchen with microwave and refrigerator Equipment available: projection screen	Monday-Sunday 8 a.m. - 11 p.m.* * Only quiet use during library open hours.	\$25 per hour	\$62.50 per hour

- Room preparation time by users is part of the paid time and is charged at the hourly rate.
- Community room fees are charged at commercial and non-commercial rates. The Community Room Coordinator will determine the appropriate rate.
- Commercial:** designation given to groups or individuals that receive a commercial benefit by using a Library Community Room. This may include active solicitation of donations, fund-raising activities, charging admission fees, offering money-making activities or promoting a commercial business. Meetings or programs do not have to be open to the public.

- Non-Commercial:** designation given to groups or individuals that receive no commercial benefit by using a Library Community Room. Meetings or programs must not require payment to enter, but passive solicitation of donations is acceptable. Meetings or programs do not have to be open to the public.

Cancellation

- Cancellation of community room reservations are made to the Community Room Coordinator.
- No room fees will be charged if cancellations are made with at least five calendar day's notice.
- Cancellations made with less than five days notice will be charged for one hour's room fee.
- No-shows will be charged full cost of the room fees.

- No fees will be charged for meetings cancelled because of library closures due to weather or other emergencies.

Using the Community Rooms

- Community rooms are kept locked. During open library hours, room users at the Central Library stop at the main floor checkout desk and ask to have the rooms unlocked. At the Fairhaven Branch, room users stop at the checkout desk and checkout a key to unlock the rooms themselves.
- Users are responsible for room set-up and take-down. Rooms must be left in their original configuration. If the room is left disarranged, there will be a charge of an extra half hour of the community room fees. Diagrams of the original room configuration are posted in each room.