

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.

In accordance with the Washington State Constitution, Community Rooms are not available for religious worship.

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 group presenting the event. If the Library sponsors or co-sponsors a meeting or program this will be clearly stated in the publicity for the event.

4) Library-sponsored or co-sponsored meetings or programs have priority for Community Room availability: The remaining Community Room space is 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.

Safety

- Community Room capacity limits are posted and must be followed.
- No alcohol or smoking is allowed in Community Rooms or library property.
- 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.

Using the Community Rooms

Community Rooms are kept locked.

At the Central Library, room users must stop at the main floor check out desk to ask to have a room unlocked during open hours. We will make arrangements to provide a key card to unlock the room for use when the library is closed.

At the Fairhaven Branch, meeting room access is through the back door at the top of the ramp. The back door will be programmed to open for meeting room use when the library is closed.

Users are responsible for room set-up and take-down. Rooms must be left in their original configuration. If the room is left in disarray, there will be a charge of an extra half hour of Community Room. Diagrams of the original room configuration are posted in each room.

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.