

## Community Rooms

The Bellingham Public Library offers the use of several Community Rooms for informational, cultural, or civic meetings and programs.

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

Space is made available on a first-come, first-served basis to individuals or groups who may request a reservation up to one year in advance.

Use fees vary, depending on whether the room will be used for Commercial or Non-commercial purposes.

**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.

For a full copy of our Community Room Policy, visit our website at:

[www.bellinghampubliclibrary.org](http://www.bellinghampubliclibrary.org)

and click on "**Reserve a Room.**"

## Community Room Procedures

### Reservations

- You must be 18 years old to reserve a room.
- You may reserve a room in one of the following ways:

#### Online:

[www.bellinghampubliclibrary.org](http://www.bellinghampubliclibrary.org)  
Click on "Reserve a Room"

#### Phone:

360-778-7189, Monday - Friday,  
mornings only

- Reservations are not valid until confirmed by the Community Room Coordinator.
- Reservations may be made up to a year in advance.

### Payment

- Payment of Community Room fees must be received 5 days prior to the reservation date. If payment is not received, the room will be open to other reservations.
- If reservations are made with less than 5 days notice, payment must be made by the day of the meeting.
- Same day use may be possible if rooms are available. Groups or individuals must complete the Community Room Registration form and pay before the room is used.
- Payment may be made by cash, check, money order, credit or debit card. Please have your invoice ready when calling the Central Library during open hours or mail payment to:  
Bellingham Public Library  
Attn: Community Room Reservations  
CS-9710  
Bellingham, WA 98227-9710
- Room preparation time by users is part of the paid time and is charged at the hourly rate.

## Central Library Conference Room

**Capacity:** 10 people

**Contains:** Table and chairs, white board

**Equipment available:** DVD/VCR/TV monitor, and LCD projector, (request during reservation).

**Size:** 17' x 12' = 204 s.f.

### Hours Available:

Monday - Sunday: 8 a.m. - 11 p.m.  
Closed Holidays

For meetings that will occur when the library is closed, we will make arrangements for you to pick up a key card to access the building.

### Fees:

Non-Commercial Use Fee: \$12.50 per hour

Commercial Use Fee: \$25.00 per hour



## Central Library Lecture Room

**Capacity:** 106 people

**Contains:** Tables, chairs, blackboard, kitchenette with small refrigerator and coffee percolator

**Equipment available:** DVD/VCR/TV, projection screen and LCD projector.

**Size:** 39' x 39' = 1,521 s.f.

### Hours Available:

Monday - Sunday: 8 a.m. - 11 p.m.  
Closed Holidays

For meetings that will occur when the library is closed, we will make arrangements for you to pick up a key card to access the building.

### Fees:

Non-Commercial Use Fee: \$25.00 per hour

Commercial Use Fee: \$50.00 per hour



### Fairhaven Branch Auditorium

**Capacity:** 201 people (seats 150 people)

**Contains:** Tables and chairs, kitchen with microwave and refrigerator

**Equipment available:** Projection screen

**Size:** 62' x 27' - 1,674 s.f.

#### Hours Available:

Monday - Sunday: 8 a.m. - 11 p.m. \*

\*Quiet use during library open hours.

When the library is closed, access will be through the side door at the top of the ramp, which will be programmed to unlock.

#### Fees:

Non-Commercial Use Fee: \$25.00 per hour

Commercial Use Fee: \$62.50 per hour



### Fairhaven Branch Fireplace Room

**Capacity:** 45 people

**Contains:** Tables and chairs

**Equipment available:** Projection screen, DVD/Blu-Ray player and LCD projector.

**Size:** 19' x 41' = 779 s.f.

#### Hours Available:

Monday - Sunday: 8 a.m. - 11 p.m.

When the library is closed, access will be through the side door at the top of the ramp, which will be programmed to unlock.

#### Fees:

Non-Commercial Use Fee: \$18.75 per hour

Commercial Use Fee: \$37.50 per hour



### Fairhaven Branch Northwest Room

**Capacity:** 30 people

**Contains:** Table and chairs

**Equipment available:** Projection screen

**Size:** 19' x 25' = 475 s.f.

#### Hours Available:

Monday - Sunday: 8 a.m. - 11 p.m.

When the library is closed, access will be through the side door at the top of the ramp, which will be programmed to unlock.

#### Fees:

Non-Commercial Use Fee: \$18.75 per hour

Commercial Use Fee: \$37.50 per hour



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