

SOLDOTNA PUBLIC LIBRARY FACILITY USE POLICY & PROCEDURES

Meeting rooms covered by this policy include the Community Room, and Conference Rooms A and B.

As a community service, meeting rooms are available for use by members of the public when not being used by the Library. Library sponsored and co-sponsored programs have priority over all other room reservations. Groups using library meeting rooms must meet the requirements of the General Terms and Conditions of Use and Operations stated below. This policy does not apply to use of the meeting rooms for Library or City sponsored programs or programs sponsored by the Soldotna Library Friends.

The Soldotna Public Library (SPL) follows the American Library Association's (ALA) guidelines (<https://www.ala.org/advocacy/intfreedom/librarypolicyguidelines>) regarding access to library facilities. SPL meeting rooms are made available, on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Permission to use SPL meeting spaces, whether rented or provided at no charge, does not constitute an endorsement or sponsorship of any group, individual, organization or event. Publicity for meetings held in library meeting rooms may not use Library or City of Soldotna logos, branding, or state or imply library co-sponsorship.

The library encourages the widest possible use of its meeting rooms by the community within the framework of this policy, as long as meeting room use does not interfere with normal library functions. Abuse of meeting room privileges may be grounds for denial of permission for future use.

MEETING ROOM DESCRIPTIONS:

Conference Rooms A & B:

Conference Rooms A & B are 180 sq. ft. rooms with one table each and seating for 7. Conference Room B includes a 46" Samsung Smart HD TV with VGA, HDMI, and USB ports.

Community Room:

The Community Room is a 1100 sq. ft. facility with chairs and tables. It includes a projection screen and a suspended XGA projector with VGA and HDMI connections. A counter top including a microwave and sink are available for serving light refreshments. The capacity is 144 with chairs and 62 with chairs and tables. 40 chairs and 16 tables are available for use.

BOOKING:

- Reservations are first come, first served, and may be made up to 60 days in advance.
- Reservations may be made online, by phone, or in person.
- Individuals or groups may request up to 5 reservations at a time, and may not exceed 1 reservation per day.

Availability:

- Meeting rooms are available for public use during regular library hours. Room reservations end 15 minutes before the library closes (see Before or After Hours Use below for additional hours).
- Reservations must include time for setup and cleanup.
- Areas set aside for the conduct of library business are not available for use by the general public or groups using the facilities at any time. This includes the staff break room, offices, and storage areas.
- In consideration of others who need the meeting space, groups are encouraged to give the library at least 48 hours' notice when canceling a reservation. Groups that do not show up, or that frequently cancel at the last minute may be denied future bookings.

Fees:

- Conference Rooms A & B are available to use for free during the Library's normal operating hours.
- Free events may be held in the Community Room for no charge during the Library's normal operating hours. Before or after-hours events are subject to a \$30.00 fee (see Before or After Hours Use section below).
- Events charging an attendance fee may be held in the Community Room for a \$30.00 fee during the Library's normal operating hours, or for \$60 before or after-hours (\$28.30 or \$56.40 for tax exempt organizations).
- All fees must be paid prior to the scheduled reservation, and may be paid in person or by phone during our normal operating hours.

Room Access and Cleanup:

- The Responsible Person or a listed Secondary Responsible Person who reserves the meeting space must report to Service Desk staff before beginning set up to pick up a room card.
- The meeting space must be returned to its previous setup, and all participants must exit by the end of the reserved time.
- When the room is clear of all event materials and participants the Responsible Person must check out with Service Desk staff and return the room card. Service desk staff will check the room and let the Responsible Person know if any additional cleaning tasks must be completed.

Priority:

Library and City programs have first priority. While the utmost care will be taken to schedule Library and City programs in advance, the SPL may cancel a reservation because an area is needed for the purpose of conducting Library or other City business.

Priority order for meeting room use shall be:

1. Library Sponsored Programs
2. Library Co-Sponsored Programs

3. Local Government Meetings/Programs/Hearings
4. Public Programs/Meetings
5. Private Conferencing
6. Other Private Study
 - a. Groups
 - b. Individuals

Conference Rooms A & B

- Individuals and groups of 7 or less may reserve the Conference Rooms for up to 4 hours per reservation. Extensions may be granted upon request if both rooms are available.
- Reservations may be made in advance or the same day.

Community Room

1. Reservation requests should be made through the online application at least 1 week prior to the event date, and must be made at least 3 days in advance.
2. Before requesting the space, the user must agree to comply with the GENERAL TERMS AND CONDITIONS OF USE AND OPERATIONS found at the end of this policy.
3. Groups of 8 or more may reserve the Community Room for up to 8 hours per reservation. Individuals and smaller groups of less than 8 are encouraged to check the availability of the Conference Rooms before submitting their application.
4. Applications are processed in the order received, not the date of initial inquiry.
5. Upon approval applicants will receive a confirmation email. Any change to a confirmed reservation, including cancelations, must be submitted online through the link embedded in this email, or emailed to library@soldotna.org.

Before or After Hours Use

1. The Community Room may be reserved before or after SPL's regularly posted hours by a Responsible Person who is at least 18 years old.
2. Reservations including before or after hours use must be approved by Library Administration and may be held **Monday-Sunday from 5:00 a.m. to 11:00 p.m.**
3. Groups meeting outside of regular Library hours will only have access to the Community Room and restrooms, and are not permitted in the main Library space. Groups are responsible for ensuring rented facilities are not defaced or otherwise damaged.
4. Before or after-hours reservations are subject to a nonrefundable fee that must be paid prior to the scheduled reservation (See Fees section above). This may be paid in person or by phone during our normal operating hours. Payment by Purchase Order must be preapproved by Library Administration.
5. The library parking lot is not maintained before hours and on days the library is closed. Groups are encouraged to consider the safety of their participants, and to cancel

events when inclement weather, such as heavy snowfall, make the library parking lot inaccessible. Fees for cancelled events may be applied to future events at the discretion of Library Administration.

6. The Responsible Person or Secondary Responsible Person must arrange to pick up the building key and other needed equipment from Library Service Desk Staff during regular Library hours.
 - a. For **Before Hours reservations**, the key will be available one business day prior to the event.
 - b. For **After Hours reservations**, the key will be available the same day during regular Library hours, or one business day prior for events held on days the Library is closed.
 - c. The building key will only be given to the Responsible Person who agreed to the terms of use or the Secondary Responsible Person listed on the online application. The Responsible Person who picks up the key may not give the key to any individual not listed on the application.
 - d. For events ending when the library is closed, the key must be placed in the red key return box prior to exiting the building. If the library is open, the key should be returned directly to Library Service Desk Staff the same business day. Groups who fail to return the key on time may be denied future bookings. **Groups who lose or fail to return the key within 3 business days after their event may be billed \$100 for re-keying.**
 - e. The building key may only be used during the approved reservation time. Groups found to be using the key outside of this time may be denied future bookings.

GENERAL TERMS AND CONDITIONS OF USE AND OPERATIONS:

Conditional use: The user shall defend and hold harmless from, and indemnify the City of Soldotna for liability and claims arising out of acts or omissions of the library, employees, participants, agent or contractors. A certificate of insurance may be required.

1. Meeting rooms are available only for purposes that will not interfere with other library services. Activity and noise levels shall not disturb other users of the facility. The group leader is responsible for ensuring attendees follow the 01.02 Public Code of Conduct Policy, including keeping activity and noise within reasonable levels acceptable to library staff on duty.
2. Users are responsible for their own supplies, specialized equipment, set up and clean up.
 - a. Setup and/or troubleshooting of laptops, audiovisual, videoconferencing, and other specialized equipment will not be performed by Library or other City employees.
 - b. Tables, chairs and equipment must be returned to the original configuration, arrangement and/or storage location within the time reserved.
3. All groups must leave the meeting room promptly at the end of their approved reservation time.

- a. If the approved reservation time ends before closing hours, the group must leave before closing.
 - b. If a group does not comply, causing library staff to work overtime, a charge of \$30 will be levied for each 15 minutes beyond closing.
4. Groups serving refreshments are expected to provide their own utensils, dishes, coffee pot, etc. and to discard garbage bags that are over half full in the library's dumpster.
5. Rooms must be left clean and in good order. A vacuum is available for groups to use following their event. An appropriate cleaning fee (\$30 minimum) will be levied for noncompliance, and future bookings for that group may be denied.
6. Users are financially liable for any damage to the facility or library equipment caused by or as a result of their use and are required to report such damage as soon as possible after the incident and shall take only such action as is reasonably necessary to stop or contain damage.
 - a. Soldotna Public Library (SPL) will repair, clean or take such other reasonable action as is necessary to clean and/or repair such damage.
 - b. Payment for any damage(s) is the responsibility of the user and shall be made to SPL within thirty (30) days of receipt of any billing.
7. All solicitation must be preapproved by Library Administration and must be offered as a direct supplement to scheduled programs. For example, an author selling books as part of an author visit or a musician selling CD's following a performance are acceptable forms of solicitation. Preapproved organizations or individuals may solicit the attendees of their meetings, but only within the confines of their reserved meeting room.
 - a. Organizations dedicated to the support of the SPL may solicit in library facilities.
 - b. Solicitation shall mean the request or appeal, directly or indirectly, oral or written, for any contribution, whether such contribution is intended to be charitable, for profit, or in exchange for the provision of a good or service. Furthermore, solicitation shall be deemed to occur when the request is made, at the place the request is received, whether or not the person making the same actually receives any contribution.
8. Use shall be in accordance with all applicable Federal, State and Municipal ordinances, statutes, rules and regulations.
9. Use of media in library meeting rooms shall not violate copyright law.
10. Additions to or alterations of SPL equipment, electrical or mechanical systems are prohibited.
 - a. All decorations, scenery, etc. shall be erected without defacing the facility in any way, are subject to the approval of library administration, and shall be installed and removed from the facility within the time reserved.
 - b. No items/materials may be affixed to walls, doors, flooring, furniture, etc. that will leave a residue, stain, scratch or otherwise mar these surfaces.

- c. The following are not allowed in the SPL: smoking (including electronic cigarettes), candles, open flame, flammable, combustible, or smoldering decorations.
11. Interruption or Termination of the event: SPL reserves the right to interrupt, terminate or cancel an event when, in the sole judgment of Library Administration, such act is necessary in the interests of public safety and/or user is in violation of this policy. User waives any claim for damages or compensation should the event be interrupted, terminated or canceled.
 12. Users must check in and out with Service Desk staff. The Responsible Person or a listed Secondary Responsible Person who reserves the meeting space must report to Service Desk staff before accessing the room to pick up a room card.
 - a. When the meeting room has been cleaned, equipment has been returned, and the user has restored the area to its original configuration, this person must check out with Service Desk staff and return the room card. Staff will check the room to see if any additional cleaning or other actions must be performed.
 - b. An appropriate cleaning fee (\$30 minimum) will be levied for noncompliance, and future bookings for that group may be denied.
 13. Users agree to observe posted room capacities and to ensure that their use shall not adversely affect the needs of SPL and shall be conducted so as not to disturb others using the library.
 14. No items may be stored for any user/group in any SPL facility. All supplies and equipment used in an event must be removed from the facility at the completion of each reservation period. SPL is not responsible for items left in, lost, or stolen from SPL facilities and/or grounds.
 15. Offering alcoholic beverages is discouraged in a library setting. However, depending on the event, Community Room users may apply to the City Librarian for approval no less than ten (10) days prior to the reservation.
 - a. All alcoholic beverage service for events shall only be provided by approved providers, and alcoholic beverage service and planned dispensary procedures must be approved by and at the discretion of Library Administration. Decisions regarding alcoholic beverage service shall be final.
 - b. Copies of all permits must be submitted to the library service desk a minimum of five (5) working days prior to the scheduled event.
 - c. Copies of permits must be posted in the area where alcoholic beverages are to be served.
 16. All promotional materials including print, digital, and recorded advertisements must be worded so that it is clear to the general public the event is held at, not sponsored by the SPL. Noncompliance with this policy may lead to immediate cancellation of the event.
 - a. Advertising/Promotion of events, meetings, programs etc., for which space within the SPL facilities has been reserved, must clearly state the sponsor of the event and where to find more information about the event.

- b. Groups using the library facilities must display the following message on all print and digital promotional materials for the event: *“This event is not sponsored or endorsed by the Soldotna Public Library.”*

Recommended by Library Advisory Board: 04/15/2024

Approved by City Librarian: 04/15/2024