



SEWARD COMMUNITY LIBRARY & MUSEUM

FACILITY USE POLICY & PROCEDURES

Community Room and **Meeting rooms** are covered by this policy.

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 the Library or City-sponsored programs or programs sponsored by the Seward Community Library Association or Resurrection Bay Historical Society.

The Seward Community Library & Museum follows the American Library Association’s (ALA) guidelines regarding access to library facilities.

The meeting rooms are made available, on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. The Seward Community Library & Museum 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:

Meeting Room: Meeting room has one table and seating for 8. The meeting room includes a TV with VGA, HDMI, and USB ports. We are zoom compatible. The attendance limit is 20.

Community Room: The Community Room is a 1080 sq. ft. facility with chairs and tables. It includes a projection screen and a suspended XGA projector with VGA and HDMI connections. A kitchen that includes a microwave and sink are available for serving refreshments and food. The attendance limit is 100.

BOOKING: All requests to reserve the Seward Community Library & Museum meetings rooms may be made up to 2 months in advance of the first meeting date. Requests may be made by visiting the service desk, calling (907) 224- 4082 during regular library hours, or by emailing kmcloughlin@cityofseward.net In order to give all community groups an equal opportunity to use these facilities, individual meeting rooms may be reserved for no more than:

- 1 event a week (Tuesday-Saturday)
- 6 consecutive months for no more than 2 events a month
- 12 consecutive months for no more than 1 event a month

Groups who wish to rebook meeting rooms for additional consecutive meetings may do so one week prior to the date of their final meeting. Availability: Reservations may be made to use the Community Room or Meeting Room during the following hours (Please read ‘After Hour Use’ below):

<u>Summer Hours</u>		<i>Closed Sunday & Monday</i>	<u>Winter Hours</u>	
<i>Tuesday</i>	<i>9:00 a.m. to 6:00 p.m.</i>		<i>Tuesday</i>	<i>10:00 a.m. to 6:00 p.m.</i>
<i>Wednesday</i>	<i>9:00 a.m. to 6:00 p.m.</i>		<i>Wednesday</i>	<i>10:00 a.m. to 6:00 p.m.</i>
<i>Thursday</i>	<i>9:00 a.m. to 6:00 p.m.</i>		<i>Thursday</i>	<i>10:00 a.m. to 6:00 p.m.</i>
<i>Friday</i>	<i>9:00 a.m. to 6:00 p.m.</i>		<i>Friday</i>	<i>10:00 a.m. to 6:00 p.m.</i>
<i>Saturday</i>	<i>9:00 a.m. to 5:00 p.m.</i>		<i>Saturday</i>	<i>10:00 a.m. to 5:00 p.m.</i>

- The Responsible Person or a listed Secondary Responsible Person who books the meeting space must report to Front Desk staff before beginning set up to pick up a room key. When the room is clear they must check out with Front Desk staff and turn in the cleaning checkoff list filled out, signed, and the Room Key.
- Reservations must include setup, rehearsal, and cleanup time for your meeting or event.

The meeting space must be returned to its previous setup, and all participants must exit by the end of the reserved time.

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.

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 offices, basement, workroom, secure storage, and storage areas.

Permission to use Seward Community Library & Museum facilities and/or grounds, whether rented or provided at no charge does not constitute an endorsement or sponsorship of any group, individual, organization or event.

Every flyer or advertisement must include, "The Seward Community Library & Museum does not endorse these materials or the viewpoints expressed in them."

Priority: Library and City programs have first priority. While the utmost care will be taken to schedule Library and City programs in advance, the Seward Community Library & Museum 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:

Library Sponsored Programs

Library Co-Sponsored Programs

Local Government Meetings/Programs/Hearings

Seward Community Library Association and Resurrection Bay Historical Society

Public Programs/Meetings

Private Conferencing

Other Private Study

- Groups
- Individuals

MEETING ROOM:

Use of the meeting room will be determined on a first-come, first-served basis. Users must report to Front Desk staff to pick up a key. When the room is clear, they must check out with Front Desk staff, clean the room, and turn in the key with the completed room clean up sheet.

Verbal reservations may be made at least one day in advance for a single future time slot of up to four hours. To reserve Community/meeting rooms for more than one time slot, or for meetings lasting more than four hours, patrons must email their request, including dates, times, and a description of their meeting to kmcloughlin@cityofseward.net or fill out the written application, form FACILITY USE AGREEMENT (attached).

The meeting room may be used on a drop-in basis by groups and individuals reserving the space on the same day, in person or by phone after completing the Facility Use Policy and Procedures.



Drop-in use will be governed by the following guidelines:

- a. Groups or individuals must sign up at the front desk in person or by phone. Groups or individuals may sign up for the next available two-hour slot in the same day.
- b. An individual using the room may be asked by staff to vacate if staff needs to move a study group in.
- c. The time limit is normally two hours per group or individual, but this may be extended if the room is still available after two hours have passed.

Community Room:

Because the Community Room is used by a wide variety of public, library, and city groups, advance reservation requests should be made at least 1 week prior to the date. This does not apply to small (under 15 people) drop-in groups.

A telephone reservation is tentative only. The written application, **FACILITY USE AGREEMENT**, should be received at least 1 week prior, and no less than 1 day prior, to the meeting date.

A)A signature is required to confirm. By signing, the user agrees to comply with the Seward Community Library & Museum Facility Use Policy & Procedures.

B)The completed form may be turned in at the Front Desk, scanned and emailed to *kmcloughlin@cityofseward.net*, or faxed to 907-224-3521.

C)Any change to a confirmed reservation must be by email (*sent to: kmcloughlin@cityofseward.net*)

or in writing (*addressed to: Seward Community Library & Museum- Attn: Library & Museum Deputy Director, PO Box 167, Seward AK 99664*)

D)Specify date(s) and time(s) of use to be changed.

Status order of a reservation is determined by the date of receipt by the Seward Community Library & Museum of the signed Facility Use Agreement, not the date of the initial inquiry.

Applications for use during any calendar year (January 1 - December 31) are processed as received during that year. Applications for the following year are accepted beginning November 1 and are processed in the order received.

Groups/Users who utilize Seward Community Library & Museum space on a regular basis are required to submit a new application each year.

After Hours Use:

The Community Room may be reserved before or after Seward Community Library & Museum's regularly posted hours by a responsible person who is at least 18 years old.

- Reservations including before or after-hours use must be approved by the Library Administration and may be held Monday-Sunday from 8:00 a.m. to 9:00 p.m.
- Groups meeting outside of regular Library hours will only have access to the Community Room or the Meeting 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.
- 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, makes the library parking lot inaccessible.



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 **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.
- b. The building key will only be given to the **Responsible Person** who signed the Facility Use Agreement, or the **Secondary Responsible Person** listed on the Agreement. The Responsible Person who picks up the key may not give the key to any individual not listed on the FACILITY USE AGREEMENT.
- c. For events ending when the library is closed, the key must be placed in the book return with the completed cleaning sheet. 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 for re-keying.
- d. 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 Seward 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.

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 keeping activity and noise within reasonable levels acceptable to library staff on duty.

Users are responsible for their own supplies, specialized equipment, set up, and clean up.

- a. Setup and/or troubleshooting of personal 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.**

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.**
- c. Groups using the facility after hours are responsible for securing the building. Groups are responsible for the people they let into the building after hours and must make sure all people are out of the building when the group leaves. Bathrooms, hallways, loading bay, stairways must all be checked prior to leaving. Users are liable for any persons left or allowed in the building and event, damages caused by persons, and any liability incurred is the user's/groups' responsibility.



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. Seward Community Library & Museum 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 Seward Community Library & Museum within thirty (30) days of receipt of any billing.

All solicitation must be pre-approved by Library Director and must be offered as a direct supplement to scheduled programs. For example, an author selling books as part of an author's visit or a musician selling CD's following a performance are acceptable forms of solicitation. Pre-approved 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 Seward Community Library & Museum 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.

Use shall be in accordance with all applicable Federal, State and Municipal ordinances, statutes, rules, and regulations.

Use of media in library meeting rooms shall not violate copyright law.

Additions to or alterations of Seward Community Library & Museum 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 the library 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 any Seward Community Library & Museum facility: smoking (including electronic cigarettes), candles, open flame, flammable, combustible, or smoldering decorations.

Interruption or Termination of the event: Seward Community Library & Museum 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 the user is in violation of this policy. The user waives any claim for damages or compensation should the event be interrupted, terminated, or canceled.



Users must check in and out with Front Desk staff. The Responsible Person or a listed Secondary Responsible Person who books the meeting space must report to Service Desk staff before beginning set up to pick up a room key and cleaning check-off list.

- 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 check off list. Staff will check the room to see if any additional cleaning or other actions must be performed.
 - b. An appropriate cleaning fee (**\$100 minimum**) will be levied for noncompliance, and future bookings for that group may be denied.
- Users agree to observe posted room capacities and to ensure that their use shall not adversely affect the needs of Seward Community Library & Museum and shall be conducted so as not to disturb others using the library.
 - No items may be stored for any user/group in any Seward Community Library & Museum areas. All supplies and equipment used in an event must be removed from the facility at the completion of each reservation period. Seward Community Library & Museum is not responsible for items left in, lost, or stolen from Seward Community Library & Museum facilities and/or grounds.

Offering alcoholic beverages is Prohibited in the Library & Museum. (INT)

Advertising/Promotion of events, meeting programs, etc., for which space within Seward Community Library & Museum facilities has been reserved, **must clearly state the sponsor of the event and a local contact telephone number. (INT)**

- a. Promotional materials, press releases, etc., must be worded so that it is clear to the general public the event is **held at, not sponsored by Seward Community Library & Museum**. Noncompliance with this policy may lead to immediate cancellation of the event.
- b. Groups using the library facilities should display the following message on signage and other promotional materials for the event: **"The Seward Community Library & Museum does not endorse these materials, or the viewpoints expressed in them."**



SEWARD COMMUNITY LIBRARY & MUSEUM
FACILITY USE AGREEMENT
239 SIXTH AVE, PO BOX 167 – SEWARD, AK 99664
(907) 224-4082
KMCLOUGHLIN@CITYOFSEWARD.NET

Don't forget! Please check each box to indicate that you have read and understand the following:

- The room card or key can only be given to the Responsible or Secondary Responsible person. Anyone who arrives earlier than you will not be able to get into the room.
- Be prepared to **set up** and **clean up** tables, chairs, supplies, without assistance from Library Staff.
- Make sure the room is clean and ready for the next group promptly by the end of your reservation. A vacuum cleaner, trash bags, and dumpster are provided for your convenience. Failure to leave no trace of your meeting/event/presence will result in a **\$100 fine** and may result in no further bookings for you or your organization.
- For security reasons, do not store anything in the Library overnight.
- Any requests to change your reservation must be submitted in writing.
- U.S. copyright law (Title 17, United States Code, Section 110) requires you to have permission to legally show films in any public space. Plan to obtain the proper license before reserving the room.
- Failure to disclose room use activities will result in your event being interrupted and canceled.

The undersigned representative of the organization who is applying for permission to use library facilities certifies that he/she has received, read, and understands the Facility Use Policy & Procedures. User agrees to abide by the policies and regulations of the library with regard to use of such facilities and agrees to save, hold harmless and indemnify the City of Seward from any claims; lawsuits or judgments arising from loss, damage to property or injury to persons from or during the above-described activity(s).

Name (Printed):

Signature:

Date:



FACILITY USE AGREEMENT

239 SIXTH AVE, PO BOX 167 - SEWARD, AK 99664 (907) 224-4082

KMCLOUGHLIN@CITYOFSEWARD.NET

Staff Use Only:

Date Received: _____

Room requested: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Responsible Person: _____ Phone: _____

2nd Resp. Person(opt.): _____ Phone: _____

Email(s): _____

Staff will attempt to contact you 3 times to confirm a reservation.

Your event may be canceled if we can't reach you

ON CALENDAR

Contacted (Date & Method):

1. _____

2. _____

3. _____

CONFIRMED

DENIED

Updates:

Fees: \$ _____

Paid in Full, Y/N? _____

Date: _____

Estimated Attendance of Event: _____

Community Room

Equipment Needed:

Meeting Room

Projector Screen

Other

Podium

Audio Cord

Speakers

Mic

Chair(s): _____

Table(s): _____

VGA Cord

Laptop(s): _____

Schedule:

Date(s) of Event(s) Month/Day/Year Time (Include Set-up & Clean-up)

Reoccurring Reservation? (Ex. Monthly Meetings)

Day of the Month, Time (Ex. 2nd Tue. Of the Month, 6-7 PM): _____

Date Begin (Month/Year): _____ Date End (Month/Year): _____

Event Details _____

1. Purpose of Event: _____

2. Will any solicitation occur during the event: Yes No
If yes, please explain: _____

3. Will any film(s) be shown? Yes No
If yes, do you have permission to show the film(s)? Yes No

4. Is the event open to the public? Free Cost: \$ _____ Public Private

5. Would you like your event and contact info to be included on an online event calendar? Yes No
a. Event start time & end time if different from above: _____

Refreshments:

Will refreshments be served? Yes No

Description: _____

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