

**EVERETT PUBLIC LIBRARY  
MEETING ROOM POLICY**

**Priority and Purpose:**

Priority for use of the rooms will be given in the following order:

1. The Everett Public Library
2. Government departments and officials (local, state, federal)
3. Non-Profit, community-interest, and for-profit businesses and organizations

As a community service, library meeting rooms are available for public use. The Library welcomes the use of its meeting rooms by groups who agree to observe the Library rules and whose activities will not adversely affect library operations. The rooms may not be used for purely social purposes which include but are not limited to parties or entertainment, nor may they be used for fund-raising. Rooms may not be used as the sole or primary location to conduct regular business operations.

**Fees:**

Nonprofit Groups	For-profit groups	
Up to 4 hours	\$30 ( <i>FREE once per month</i> )	\$100
4 to 8 hours	\$40	\$120
8 hours or more	\$50	\$140

Fees are not charged to the following:

1. Library organizations and organizations of which EPL is a member, or with which EPL has established a written agreement.
2. Departments of City of Everett, State of Washington, and United States government.
3. Elected officials in local, state and federal government. Exception - normal rates apply for uses related to campaigning.

Checks should be made payable to Everett Public Library and sent to:

**Everett Public Library  
Attn: Meeting Rooms  
2702 Hoyt Avenue  
Everett, WA 98201**

**Reservations and Payment:**

Customers making reservations must be a minimum of 18 years of age. All reservations and payment must be made by e-mailing your request to [librarymeetingrooms@everettwa.gov](mailto:librarymeetingrooms@everettwa.gov) or calling 425-257-7623. Payment for room reservations is required 14 days prior to the date of the meeting. Reservations will be cancelled if payment is not received by the due date.

**Cancellations:**

Groups should contact the Circulation Department (425-257-8010) to cancel reservations. In order to allow other groups reasonable opportunity to use the meeting rooms, the library requires a minimum of 7 days' notice for cancellation of a reservation in order to provide a full refund of the reservation fee. For cancellations less than 7 days in advance of the meeting date, the library will deduct an administrative fee (\$10 for nonprofit groups, \$25 for profit groups) from the refunded amount. There will be no refund of the reservation fee for groups who cancel meetings without notifying the library. Full refunds will be given if the library cancels the reservation. The library may cancel a reservation if

the library is closed or needs the meeting room for a library function, if the meeting room becomes unavailable due to adverse weather, power failure, building renovation or construction, or for any other similar reason. Every effort will be made to guarantee a reservation.

**Regulations:**

Gatherings shall be open to the public. On occasion, EPL or Friends of the Everett Public Library may hold special ticketed events before or after public hours. This may be in partnership with other organizations, only through a written agreement.

Rooms may be reserved for times beginning at the scheduled library opening through 15 minutes before library closing. Rooms will be available only during the time reserved. Any set-up or take-down time for which the room will be needed immediately before or after a meeting must be included in the reservation. Library staff is not responsible for setting up the room. All members of the organization and audience attending a meeting must leave the room at the end of the reserved period and leave the building by library closing time. The rooms must be left in the same condition as found at the beginning of the meeting. Janitorial service is not available during the meetings. Containers are available for trash.

Use of a library meeting room is at the user's own risk. The user is responsible and liable for all injuries or damage to property resulting from or relating to the user's or its attendees' use of the meeting room.

There will be no collection of admission fees, sales of products or services, nor other direct fund raising activities. The Library may allow admission charges and/or the sale of products by any entity presenting a program sponsored by or in cooperation with the Library, through written agreement with EPL.

Approaching library users for the purpose of encouraging participation in the group's activities is prohibited.

At least one adult 18 years of age or older must be present at all times.

Permission to use the meeting room does not constitute nor imply a statement of support by the library, or Board of Library Trustees for the organization or for the content of the meeting.

Any publicity, (e.g. brochures, flyers, radio, TV announcements) must carry the name and telephone number of the organization sponsoring the meeting. The library may not be identified or implied as a sponsor. The library phone number may not be used as a contact number. The contact information (name, telephone, etc.) used to reserve a meeting room may be given by the library to individuals inquiring about the organization sponsoring the meeting. A sign advertising the meeting may be hung on the library bulletin board. No publicity is allowed on library property outside of the building. No groups shall use the library as a mailing address.

No exhibits, maps, charts, posters, etc., may be hung on the walls without the permission of the librarian in charge on-site.

A standard number of chairs is provided based on room capacity. A minimum of three tables is available in each meeting room. No additional furniture or equipment is guaranteed. Organizations must provide their own audiovisual equipment. The library is not liable for damage or theft of any equipment, materials or personal belongings.

Light refreshments may be served if the room is left in an orderly condition and normal operations of the library are not affected. No alcoholic beverages may be served, except for select EPL and Friends of the Everett Public Library events, or events in partnership with EPL through a written agreement. Open fire, including the use of candles, is not permitted.

Groups holding meetings or events in the Everett Public Library meeting rooms are responsible for making the meeting accessible on request to individuals with disabilities, and complying with all applicable federal, state, and local laws and regulations.

The library reserves the right to cancel existing reservations and to refuse future reservations to groups who fail to abide by these regulations.

A signed copy of this policy statement must be on file in the library before the meeting is held. New policy forms must be signed when there is a change in officers or employees of the organization. It is understood that inquiries concerning the meeting may be referred to the undersigned.

**As a representative of the organization, I have read this policy governing use of the meeting rooms and agree to abide by it.**

Organization: \_\_\_\_\_

- Government
- Non-profit organization with 501c3 status (EIN: \_\_\_\_\_)
- Non-profit without 501c3 status
- Business, corporation, or other for-profit entity (EIN: \_\_\_\_\_)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_