

City of Stanwood Library

Library Services Contracted from Sno-Isle Libraries

City of Stanwood Library Community Meeting Room Use Policy

The City of Stanwood Library Community Meeting Room is available for use for local educational, cultural and civic groups on a first-come, first-served basis. There is no charge for use of the community meeting room. The meeting room seats 45 people with 45 chairs and 4 tables provided. The City of Stanwood and Sno-Isle Libraries do not advocate or endorse the viewpoints of individuals or groups using the community meeting room.

1. Subject to the provisions of all other sections of this policy, the City of Stanwood Library Community Meeting Room may be used for the following purposes:
 - a. Library sponsored activities.
 - b. Meetings of the Stanwood Library Board.
 - c. Friends of the Stanwood Library activities and meetings.
 - d. Organizations of individuals engaged in educational, cultural, intellectual, recreational, civic, governmental, social, political, or charitable meetings, workshops, lectures, entertainment, and other uses pertaining to the welfare of the community. Use of the meeting room is limited to noncommercial organizations.
2. The room is available 9 a.m. to 9 p.m. Monday through Friday, and 10 a.m. to 5 p.m. Saturday. Extensions of these hours may be arranged.
3. No activity may be undertaken in the community meeting room that disrupts the normal operation or use of the City of Stanwood Library, such as activities that involve disruptive levels of noise, odors, etc.
4. All community meeting room users must complete a City of Stanwood Library Community Meeting Room application and permission must be granted by a designated library staff member. The user(s) assumes responsibility for leaving the room clean and neat, set up in the posted furniture configuration, and is responsible for repairing damage and/or loss.
5. The individual signing the application will be responsible for obtaining the key during open library hours, securing the building, and returning the key to the book drop immediately following the meeting if the library is closed. A fee will be charged for any lost keys.
6. The room may be reserved by adults age 18 or over. Persons under 18 years of age must be sponsored by an adult and the meeting must be attended by an adult.
7. Scheduling of the community meeting room shall be in the following order of priority:
 - a. Library uses: any or all activities related to providing library services or sponsored by the library.
 - b. Other organizations: use of the community meeting room is granted on a first-come, first-served basis. Applications submitted by June 30th will have priority. Applicants will be notified of approval of use or of changes in users' meeting times by August 1st. Annual renewal of applications is necessary.



8. Admission fees may not be charged for entrance to a meeting or program held in the community meeting room.
9. No individual, group, or organization using the community meeting room will discriminate on the basis of race, color, sex, national origin, age, or disability in the provision of services.
10. No smoking, drugs or alcoholic beverages will be permitted.
11. A kitchen area is provided and refreshments may be served. Meeting room users must furnish their own dishes, utensils, paper products, and kitchen equipment, and remove them at the conclusion of the meeting. Trash should be properly disposed of in the receptacles provided and the kitchen left clean.
12. Audiovisual equipment must be provided by the user. Items and equipment may not be stored in the meeting room.
13. Use of the community meeting room shall be subject to immediate cancellation in the event of an emergency or unusual circumstance.
14. Each organization should provide the library with 24 hours notice if the room will not be needed.
15. Organizations that engage in severe or repeated violations of meeting room policies, library regulations, or civil laws shall be banned from further use of the community meeting room.
16. Organizations shall pay for any damage in the community meeting room, or extraordinary cleaning prior to subsequent use of the room, and for any and all costs incurred by the City of Stanwood Library to restore the meeting room to its prior condition, including, but not limited to, cleaning, repair, replacement, and/or legal and collection costs.

Failure to pay in a timely manner (30 days) or the reckless infliction of any significant damage to the meeting room shall result in the loss of privileges to use the room.

Decisions of the Managing Librarian may be appealed to the Stanwood Library Board.

Approved this _____ day of _____, 20____

Chair of the Stanwood Library Board

Printed Name

