

STAFF NAME: \_\_\_\_\_

**2019**

TIME STAMP: \_\_\_\_\_

**APPLICATION FOR USE OF SJI LIBRARY MEETING ROOM**

**January 1 – December 31, 2019 only**

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

Purpose of meeting: \_\_\_\_\_

Estimated attendance: \_\_\_\_\_ (Occupancy Limit = 38)

**All publicity & advertising must include the words:  
"This event is not sponsored by the San Juan Island Library."**

> Donations, charges, fees, or other expenses solicited or collected? **YES NO**

> Open to the public? **YES NO**

> Is this a Videoconference? **YES NO** >Do you require technical assistance? **YES NO**

**Type of videoconference: Polycom Zoom Skype Other \_\_\_\_\_**  
*Videoconferencing to Orcas Island Library and/or Lopez Island Library; must be coordinated in advance with all libraries.*

> **Meeting Room Equipment: speakerphone, video screen, webcam, tabletop mic, computer**  
*Library staff may not be available to assist you with using our equipment. Please schedule additional meeting date & time to practice.*

**Screenings of films must be approved by staff in advance.** Please provide title & licensing information: \_\_\_\_\_

Request:  One-time meeting  Recurring meeting: (description, e.g., 1st Tues/mo.) \_\_\_\_\_

Meeting room availability may be viewed at <http://www.sjlib.org/how-do-i/meeting-room/>

Requested DAY of the Week	Requested DATE	Reservation START Time*	Reservation END Time*	Booked in Calendar ✓+ name	Key needed? Y/N	FOR STAFF USE
						Notes (for practice, etc.)

\*Be sure to include adequate time for set-up and clean-up.

**The meeting room is available when the Library is closed. You may be required to check out a key to gain access.**

*As a representative of the organization that is applying for permission to use the San Juan Island Library's meeting room, I have read and agree to abide by the Library's applicable policies & regulations. I will notify the Library if I cease to be the organization's designated representative. I understand that if I have requested to use the Library's audiovisual equipment, I will be liable for all repair or replacement charges in the event of damage or loss. I further agree to leave the meeting room in the condition in which I found it.*

**PLEASE REVIEW AND RETAIN ATTACHED MEETING ROOM POLICIES.**

**I understand that the Library reserves the right to cancel any meeting upon notice to the applicant.**

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

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Please return completed application to [bhelstien@sjlib.org](mailto:bhelstien@sjlib.org) or:

San Juan Island Library / 1010 Guard St / Friday Harbor WA 98250 / [www.sjlib.org](http://www.sjlib.org) / 360-378-2798

**----- Meeting Room Coordinator Review -----**

No fee  Fee amt/date rec'd  vidconf  Copy to Tech Staff Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_ Rev: 10/5/2018 bjh

## San Juan Island Library District Meeting Room Policy

**Policy Section 5.2:** Date Adopted: September 13, 1988/Date Implemented: September 13, 1988  
Dates Amended: August 8, 1995; May 9, 2006; April 12, 2016

### **5.2. San Juan Island Library District Meeting Room Policy**

As a public institution dedicated to the free expression and free access to ideas presenting all points of view concerning the problems and issues of our times, all meeting rooms in the San Juan Island Library are available on equal terms for the lawful activities of all groups, regardless of their beliefs or affiliations.

**The intent of this policy is to make the district's limited meeting room space available on as wide-spread and equitable basis as possible for educational and informational community meetings and programs.**

**5.2.1 Meeting Room Use.** Generally, meetings held in the library shall be open to the public, be free of charge (and without any request for donation), and limited to non-profit organizations. However, meeting rooms are also open on a fee basis to non-profit organizations or institutions which charge a fee or tuition or request a donation, and to profit-making organizations, subject to District approval. When applicable, the fee for use of the meeting room is \$50 per meeting.

**5.2.2 Meeting room priority.** First priority for using the meeting rooms will be given to programs produced or sponsored by the District. The District reserves the right to revoke permission to use a meeting room. All other events will be scheduled on a first-come, first-served basis.

### **5.2.3 Regulations for the use of the library meeting room.**

- a. The meeting room may be used anytime during the regular hours of the library.
- b. The meeting room may be used after library hours, provided arrangements are made at the time the room is booked. The individual making application for such meeting room use will be held responsible for picking up the key in advance, securing the lights and exit door, and promptly returning the key to the library book drop upon leaving the building.
- c. Programs may not disrupt the use of the library by others. Persons attending the meeting are subject to all library rules and regulations.
- d. Bookings will be made on a first come, first served basis. Groups reserving meeting rooms for the same time on a continued basis may be occasionally required to alter their meeting time in order to allow access by the maximum number of users to the limited space available. Every attempt will be made to provide an acceptable alternate time. A two-week notice will be given to the booked organization.
- e. The District reserves the right to revoke permission to use the meeting room. Every attempt will be made to provide an acceptable alternate time. If possible, a two-week notice will be given to the booked organization.
- f. After reading the San Juan Island library District's Meeting Room Policy and Regulations, the requesting individual will complete an application for approval by the Director or her/his designated agent.
- g. The individual submitting the application for meeting room use will be responsible for the reasonable care and use of the room and furnishings and shall pay for any damage.
- h. The group will be responsible for setting up, rearranging and taking down needed tables and chairs. No group may store material or equipment at the Library. Library facilities shall be left in a clean and orderly condition. Users shall pay the cost for clean-up or repair of any damages to facilities. The district will not be responsible for materials or equipment left in the building by users. *San Juan Island Library Policy Manual Page 40 Date Amended: August 2017*
- i. A supervising adult shall be required to be in charge and present whenever a group uses the meeting room.
- j. Light refreshments only may be served. Permission must be secured at the time the application is approved. No alcoholic beverages may be served unless in accordance with Washington State Law and with prior approval by the Library Director.
- k. No smoking and /or vaping (using any kind of electronic smoking device, e-liquids, or unregulated nicotine delivery product) is permitted in the library building in accordance with State law and San Juan County Board of Health Ordinance No. 1-2015—Ordinance Enacting Rules and Regulations Restricting the Sale, Use, and Availability of Electronic Smoking Devices, E-Liquids, and Unregulated Nicotine Delivery Products; Section 7. Use in Public Places.
- l. Posted occupancy rates for the meeting room shall be observed at all times.
- m. Failure to observe these regulations will result in the loss of meeting room privileges.

**5.2.4 If permission for use of the meeting room is denied,** the applicant may appeal to the Director; if permission is denied by the Director and the applicant is dissatisfied with the reasons offered, an appeal may be made to the District Board of Trustees.

**Applicants: please keep this page for reference**

**All publicity and advertising for meetings and events must contain the words:**

***"This event is not sponsored by San Juan Island Library."***