



## NOTICE: use of this facility implies consent to this policy.

*The primary purpose for these meeting rooms is to provide a place for the public exchange of ideas and information by a wide variety of community groups.*

### MEETING ROOMS ARE AVAILABLE AT:

MAIN LIBRARY	MAIN LIBRARY	EVERGREEN BRANCH	Activity, Auditorium & Meeting Room HOURS
<b>Activity Room</b> 2702 Hoyt Avenue Everett, WA 98201 Phone: 425.257.8030	<b>Auditorium</b> 2702 Hoyt Avenue Everett, WA 98201 Phone: 425.257.8000	<b>Meeting Room</b> 9512 Evergreen Way Everett, WA 98204 Phone: 425.257.8250	<b>Monday - Wednesday</b> 10:00 am - 8:45 pm <b>Thursday - Saturday</b> 10:00 am - 5:45 pm <b>Sunday</b> 1:00 pm - 4:45 pm
■ Chairs Only 24 ■ Chairs & 8 Tables 16	■ Chairs Only 90 ■ Chairs & 8 Tables 50	■ Chairs Only 40 ■ Chairs & Tables 30	

### ELIGIBILITY TO USE MEETING ROOMS: (see limitations)

- Public meetings
- Government agencies
- Non-profit agencies
- Community clubs
- Neighborhood groups
- Education
- Private Business (under certain conditions, **see limitations**)

### GENERAL INFORMATION:

- Tables and chairs may be arranged to meet the needs of the group as long as emergency exits are not blocked. The room should be restored to its original configuration upon exiting.
- All publicity and advertising for meetings and events must contain the words:  
**"This event is not sponsored by Everett Public Library."**  
The provision of a meeting room for public use does not constitute Library endorsement of the beliefs or ideas expressed by organizations or individuals using the space.
- The following equipment is available for use:
  - 1 projection screen
  - 1 TV/VCR/DVD player
  - 1 flip chart easel (no paper)*No other equipment or supplies are available.*
- The room may only be used during the hours the library is open. Set-up and clean-up must be done within the hours reserved. Meetings must end 15 minutes before the library closes so that clean up can be completed by closing time. Users assume responsibility for cleaning up after themselves, and for any damage to library property resulting from their use of library facilities. The library may assess charges for damage or cleaning.
- Smoking and alcoholic beverages are prohibited in library facilities.
- All persons except library staff must enter and exit the building through the public doors.
- Storage for supplies or equipment cannot be provided.
- There must be no interference with the use of the library for other library patrons due to noise or overcrowding from your group.
- Reservations are only accepted for the current month and two calendar months in advance. For example, starting September 1, rooms may be reserved through November 30.
- The library does not assume liability for injuries or damage to personal property that occurs as a result of the actions of the sponsors or participants in meetings scheduled in library facilities.
- The Library does not charge for use of the rooms. Light refreshments may be served.
- Please notify the library if your meeting is canceled.

### LIMITATIONS ON USE:

- Applicants must be at least 18 years of age.
- No admission fees may be charged. No dues or donations may be solicited. No products or services may be advertised, solicited, or sold. An exception to this policy is made only for library-sponsored author readings, when works by that author may be sold.
- Library staff reserves the right to enter the meeting room during any meeting.
- Not eligible are events hosted by companies or individuals selling the goods or services they plan to present to the public. For example, businesses may use the rooms for meetings for their staff, but may not use the library to promote or educate the public about products or services related to their for-profit business.
- Use is limited to twice a month by any one group, at either or both locations.

### RESERVATIONS MAY BE TERMINATED, CANCELED, OR DENIED:

- The applicant provides false or misleading information.
- An individual or group, willfully or through gross negligence, mistreats the equipment or facilities or violates any regulations of the library.
- If the manner of use is determined not to be in the best interests of the library.

**The Library Director is responsible for administration of this policy, for establishing administrative procedures for its implementation, and for granting any exceptions.**

**The library retains the right to deny the space to any user whose planned use of the space does not comply with these terms. Violation of these terms may result in denial of future access to the space.**