



Meeting rooms at the Burlington Public Library are available at no charge for use by the following types of groups:

- City Departments
- Government Organizations
- Non-Profit Public Education Institutions
- Community Organizations

Reservations for the Burlington Rotary Community Meeting Room (BRCMR), and the Gentry Family Meeting Room may be made up to two months in advance of the event and for **no more than two occurrences per month**.

You must be 18 years of age or older to reserve the BRCMR, the Burlington Hill Side, or the Skagit River Side, and someone 18 years old or older must remain in the room at all times.

Patrons who do not arrive within 30 minutes of their reservation start time may forfeit their room reservation. Patrons who do not arrive before closing time for an after-hours reservation also forfeit their room reservation.

## Meeting Room Use Policy

- No admission fee may be charged for events in the library meeting rooms - this includes free will offerings.
- Non-profit groups and government agencies may collect fees for educational workshops, and/or fees to cover the cost of study materials and supplies used in classes, workshops, and conferences with the permission of the library director.
- No materials, goods, or services may be sold for private profit or gain. Non-profit groups sponsoring author readings may make books available for purchase at a cost no greater than the cover price.
- The Library meeting rooms are not to be used by commercial businesses to make a profit, conduct business, or solicit customers in any way. Library meeting rooms are not available for fundraising events, with the exception of the Library, Friends of the Burlington Library or Burlington Library Foundation.
- The Library meeting rooms are not available for events such as birthdays, anniversaries, receptions, banquets, or parties.
- The Library reserves the right to deny applications for use based on the availability of space, the requested frequency of use, and/or the potential for disruption of library service.

## After-Hours Reservations

Reservations for the Burlington Rotary Community Meeting Room as well as Burlington Hillside and Skagit River Side are available outside of regular library hours.

- The library doors will remain locked until the library opens at 10 a.m. If you have a room reservation prior to 10 a.m. please call the library at 360-755-0760 and we will let you in.
- If your meeting continues after the library is closed, you have until no later than 10:00 p.m. to tidy the room, turn off all equipment and lights, and exit the building.
- When exiting, please make sure the building is empty (including restrooms), and doors are closed firmly behind you as you leave.
- If your meeting is scheduled to begin after the library closes, one member of your group must check in with library staff 15 minutes before closing (4:45 p.m. Monday, Thursday, Friday, and Saturday; 7:45 p.m. Tuesday and Wednesday). Library staff are not able to accommodate late arrivals after the building closes.

## Disclaimer Statement

Please include the following disclaimer statement on any publicity for events that will be held at the Burlington Public Library: *The use of the Burlington Public Library facilities or meeting rooms by any group or organization in no way constitutes endorsement of the policies or beliefs of that organization by the library or the City of Burlington.*

## Set up & Clean up

- You are responsible for the set up and take down of tables and chairs, disposing of trash, and leaving the rooms clear and clean.
- We ask that groups of more than 20 park on the east side of the building, and in the lot to the northeast of the current library (the old library parking lot).
- For your comfort: Please keep meeting room doors closed. Leaving the doors open, even just to welcome people as you begin, can impact the operation of the room's HVAC system.
- You may wish to practice using equipment prior to your scheduled event. If so, please call to schedule a time to do so. Library staff will do their best to assist you during your event, but we cannot guarantee that someone will be available for extended assistance.

Room	Capacity	Availability*	Audio/Video Equipment Available
<b>Burlington Rotary Community Meeting Room BRCMR</b> (food allowed)	<ul style="list-style-type: none"> <li>• 150 people seated in chairs</li> <li>• 75 people seated at tables</li> </ul>	9a -10p Mon-Fri  10a - 10p Sat	Microphones, projector, 360 Zoom Camera; may check out library laptop if available.
<b>Burlington Hill Side</b> Front half of the BRCMR (food allowed)	<ul style="list-style-type: none"> <li>• 75 people seated in chairs</li> <li>• 30 people seated at tables</li> </ul>	9a -10p Mon-Fri  10a - 10p Sat	Microphones, projector, 360 Zoom Camera; may check out library laptop if available.
<b>Skagit River Side</b> Back half of the BRCMR (food allowed)	<ul style="list-style-type: none"> <li>• 75 people seated in chairs</li> <li>• 30 people seated at tables</li> </ul>	9a -10p Mon-Fri  10a - 10p Sat	Wall-mounted monitor (HDMI compatible); may check out library laptop if available.
<b>Gentry Family Meeting Room</b> (food not allowed)	<ul style="list-style-type: none"> <li>• 8 people</li> </ul>	10a-5p Mon, Thurs, Fri, Sat  10a -8p Tues & Wed	May check out library laptop if available.
<b>Study Rooms</b> (food not allowed)	<b>Study Rooms are available and drop-ins are welcome.</b> The study rooms may also be reserved ahead by calling the library. Seats up to 3 people.	10a-5p Mon, Thurs, Fri, Sat  10a -8p Tues & Wed	Wall-mounted monitor (HDMI compatible); may check out library laptop if available.