



Meeting Room Use Policy

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

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

Reservations may be made up to two months in advance and for **no more than two occurrences per month**. Users must be 18 years of age or older to reserve the Burlington Rotary Community Meeting Room (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.

Users who do not arrive within 30 minutes of their reservation start time forfeit their room reservation. Users who do not arrive before closing time for an after-hours reservation also forfeit their room reservation and are considered a “no show.” Walk-ins to the BRCMR are rarely available and are not permitted within 15 minutes of closing.

Meeting Room Use Guidelines

- No admission fee may be charged for events in library meeting rooms. 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. Meeting rooms are not available for fundraising events, with the exception of the Library, Friends of the Library or the Burlington Library Foundation.
- The Library meeting rooms are not available for private events such as birthdays, anniversaries, receptions, 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.
- Groups that do not cancel their reservation in advance and fail to show up have an impact on room availability for other users. Room reservation privileges for the group and/or individual making the reservation will be revoked for one year after two no-shows without cancellation.
- Library staff are not able to serve as a point of contact for event questions with the exception of providing directions.

After-Hours Reservations

Reservations for the BRCMR, Burlington Hill, and Skagit River Sides are available outside of 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 staff will let you in. Room access is not available before 9 a.m. Monday-Friday and 10 a.m. on Saturdays.
- If your meeting continues after the library closes, 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 closing.

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.*

BRCMR User Responsibilities

- Refreshments are welcome in the BRCMR. After meetings, users must clean tables and floors as needed and dispose of any trash containing food or beverages in the outdoor trash receptacles on the west side of the building. Food waste should not be left in meeting room trash bins.
- All users are responsible for the set up and take down of tables and chairs. Users must follow all posted table and chair safety guidelines and report any issues to staff.
- For groups of 20 or more, presenters should direct attendees to park away from the library entrance. Attendees may park in the Parks and Recreation lot across the street, on the corner of Washington Ave. and Holly St.
- 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.
- Users should practice using equipment prior to their reservation. If you wish to do this in advance, please call to schedule a time. 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
Burlington Rotary Community Meeting Room BRCMR (food allowed)	137 people seated in chairs	9a -10p Mon-Fri	Microphones, projector with sound, may check out Smart Board and library laptop if available.
	72 people seated at tables	10a - 10p Sat	
Burlington Hill Side Front half of the BRCMR (food allowed)	68 people seated in chairs	9a -10p Mon-Fri	Microphones, projector with sound, may check out Smart Board and library laptop if available.
	30 people seated at tables	10a - 10p Sat	
Skagit River Side Back half of the BRCMR (food allowed)	68 people seated in chairs	9a -10p Mon-Fri	Smart Board and library laptop if available.
	30 people seated at tables	10a - 10p Sat	
Gentry Family Meeting Room (food not allowed)	8 people	10a - 4:50p Mon, Fri, & Sat	May check out library laptop if available.
		10a - 7:50p Tues-Thurs	
Study Rooms (food not allowed)	3 people		Wall-mounted monitor (HDMI compatible); may check out library laptop if available.
	Reservations are available for up to 3 hours daily, per person(s) using the space. Rooms are reservable online, via phone, or in-person. Longer reservations may be approved as space allows.	10a - 4:50p Mon, Fri, & Sat 10a - 7:50p Tues-Thurs	