

# Facility Use

## ***Rules and Regulations:***

- All meetings shall be open and free of charge to the public. No person shall be excluded from attendance except in order to comply with the occupancy limit applicable to the meeting room in question.
- The occupancy limit is 100 for the Large Conference Room and 30 for the Small Meeting Room.
- Groups shall, at their own expense, procure any license or permit necessary for the conduct of their meetings. Organizers/leaders will sign a hold harmless waiver from the City of Seward.
- Groups using meeting rooms may arrange the available tables and chairs as they choose, provided that all pieces of furniture are returned to their original positions at the close of the meeting. Library museum staff is not available to arrange and rearrange rooms. Failure to restore the meeting room to such prior condition shall render the group liable to the City of Seward for the cost of repair and clean up and may result in forfeiture of future use.
- Smoking and alcohol are prohibited, unless under special permit. Light refreshments are permitted provided the group cleans up. No food is to be left on the premises. Under no circumstances may use of the meeting rooms interfere with the use of the library museum by other users, the work of the library museum staff or any other aspect of normal library museum operation.
- Extended Meetings: Occasionally groups ask to extend their meeting beyond the regular library hours. This is an option if security arrangements are made and approved as follows:
  - Groups meeting after library hours must arrange with library museum personnel for extended hours when reserving room **prior to need**. This arrangement must be confirmed by Library Museum Director.
- All persons attending a meeting in the library museum shall comply with all requests of library museum staff, City of Seward and, if applicable, the Seward Police Department. Individuals who fail to comply will be required to leave the library museum building. Groups who fail to comply, or whose leaders fail to comply, will be prohibited from use of the library museum facility.

## ***Priorities***

Governmental or non-profit groups, and for-profit groups or businesses are invited to use the library museum. The library museum reserves the right to schedule facility use according to the library museum's needs. In general, the library museum allows groups to reserve space on a first-come, first-served basis, or (in case of conflict) according to the following order of priority:

1. Library Museum Programs and Meetings—which involve efforts of library museum staff, Seward Community Library Association, Resurrection Bay Historical Society, Friends of the Seward Community Library Museum.
2. Local Government Meetings/Programs—official meetings or programs of City of Seward, Kenai Peninsula Borough, or State of Alaska agencies/departments.

## Seward Community Library Museum Policies and Procedures

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3. Meetings or Programs of Nonprofit Educational, Cultural, Civic or Social Organizations—open to the public. Priority will be given to local Seward organizations. Only two consecutive uses can be reserved.
4. Activities of For-Profit Organizations/Businesses—classes, workshops, and meetings, excluding activities that result in direct profit, promotion, sales solicitations, or requiring a fee to attend. Any advertisement for the meeting or program must include the following disclaimer: “The Seward Community Library Museum is not sponsoring or endorsing this program or any goods or services offered.”

*Use Fees:* The library museum use is free of charge to non-profit civic, social, cultural, educational, and government organizations, as long as the meetings or programs they hold are open to the public, are free of charge, and are not held with the intention of generating revenue. The fee assessed for private use, for-profit groups or businesses using or reserving space in the library museum is \$25.00 minimum, up to 3 hours. \$100 for half day (3-5hrs) and \$200 for full day (<10 hrs).

For-profits presenting educational seminars are subject to library museum use fees unless the program is being presented at the direct invitation of the City of Seward, the Library Museum, its boards and committees.

Payment must be made at the time of reservation. Payment will be received by library museum staff. Checks should be made out to Seward Community Library Museum.

### ***Reservations/Cancellations***

To reserve the library museum conference room please call 224-4082. Cancellations should be made as early as possible before the scheduled use.