



WASILLA
PUBLIC LIBRARY

Policy

Number: WPL-MNG-08
Effective Date: 1/1/2017

Subject: Multi-Purpose Room Rental by the Public
Approved by: Mayor's Signature

Prepared by: Library
Date:

1/25/2017

Purpose

The primary use of Wasilla Public Library (WPL) facilities is that of a public library. To the end, priority for Multi-Purpose Rooms is always given to the Library. After that, preference may be given to the City of Wasilla. When designated areas of the Library facilities are not in use for a library function, these areas may be made available for rental on a first come, first served basis. These designated areas are referred to as the Multi-Purpose Rooms (MPR).

Policy

It is intended that all prospective applicants and users of the Library and its services shall have the opportunity to obtain all services, accommodations, advantages, facilities and privileges of the Library without discrimination because of race, creed, color, sex, age, national origin or ancestry. To that end, the User shall not discriminate in the conduct and operation of its business in the reserved spaces against any person or group of persons because of the race, creed, color, sex, age, national origin or ancestry of such person or group of persons.

All use of the MPR must be in accordance with all applicable Federal, State, and City ordinances, statutes, rules and regulations.

Guidelines

WPL has one small MPR, one large MPR, and the ability to combine both the small and large MPRs into one Combined MPR. MPRs are only available to rent during those days/hours that the library is open to the public (posted at www.cityofwasilla.com/library).

Events of a commercial nature (profit is the direct/indirect purpose of the meeting) will not be approved without prior approval of the Mayor; additionally, no fees may be charged for event (i.e. meeting or program) attendance. Groups wishing to collect donations to defray costs associated with their meeting must have approval prior to the use of Library facilities. Direct or indirect sale of any product or service is prohibited, except for sales sponsored by the Library or the Wasilla Library Association (dba Friends of Wasilla Public Library), in which a portion of the proceeds must benefit the library.

Due to high demand for MPR use, rental requests for multiple days of use are generally not approved. A minimum reservation of one hour is required for any MPR rental. After that, additions may occur in half hour increments. "Set-Up" and "Take-Down" times must be included in the reservation.

A User may inquire about the availability of Multi-Purpose Room space offered by the Library. A reservation will not be considered booked until the entire rental fee has been paid and accepted by the Library. Once booked, the User will be provided a Multi-Purpose Room Rental Agreement outlining the terms and conditions of MPR use. The MPR Room Rental Agreement must be signed and received by the Library, along with any required documentation (i.e. proof of a business license, documentation of insurance, etc.) within three (3) business days of the event, or the event will be cancelled by the Library due to non-compliance.



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The status order of a reservation is determined by the date the reservation is booked; not the date of initial inquiry.

A User may rent a MPR twice in a one-month period. Users may only have two meetings booked at any one time. Exceptions may be made at the discretion of the Library with written approval from the City. MPR reservations are allowed up to ninety (90) days in advance.

A User who attempts to schedule meetings under false pretenses using alternate names, etc., to circumvent the frequency of use stated in this section will be prohibited from using the MPR in the future.

The person who will be responsible for the Event must fill out the application form. Applicants must be 18 years of age or older and provide valid photo identification. Groups composed of persons under the age of eighteen (18) must be sponsored and supervised at all times by someone eighteen (18) or older and responsible for that group.

If the User fails to hold the Event or fails to notify the Library of cancellation within one (1) business day of the scheduled Event, the applicant will not receive a refund of rental fees.

At all times, the User shall conduct all activities in the reserved MPR with full regard to public safety, and the User shall observe and abide by all applicable regulations and requests of the Library, the City of Wasilla, and duly authorized governmental agencies responsible for public safety. All persons attending events in reserved spaces must adhere to all library policies, including Wasilla Public Library's Behavior Policy, as well as the Multi-Purpose Room Rental Agreement. The User is responsible for the conduct of all persons admitted to their Event.

See also:

Multi-Purpose Room Rental Information

Multi-Purpose Room Rental Agreement