

By: Library
Adopted: January 23, 2017
Vote: Burney, Dryden, Graham, Harvey, Ledford, O'Barr in favor

**City of Wasilla
Resolution Serial No. 17-02**

A Resolution Of The Wasilla City Council Adopting A Fee Schedule For The Multi-Purpose Rooms In The Wasilla Public Library In Accordance With Wasilla Municipal Code 5.02.050.D.

WHEREAS, the Wasilla Public Library has Multi-Purpose Rooms that can be made available to the public for rent, to include one small room, one large room, and a combined room; and

WHEREAS, Library functions are given priority before considering rental use of the Multi-Purpose Rooms. After that, preference is given for other City functions and training. When the Multi-Purpose Rooms are not in use for a Library or City function, the rooms may be made available for rent on a first come, first served basis; and

WHEREAS, the minimum time for any Multi-Purpose Room rental is one hour; after that, rentals may occur in one-half hour increments; and

WHEREAS, "Set-Up" and "Take-Down" times must be included in the rental time;

NOW, THEREFORE, BE IT RESOLVED, by the Wasilla City Council, that fees for the rental of the Multi-Purpose Rooms at the Wasilla Public Library are adopted as follows:

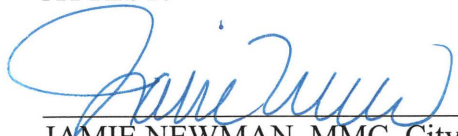
- \$25 per hour for the Small Room- \$150 Cleaning Deposit may be required.
- \$35 per hour for the Large Room- \$200 Cleaning Deposit may be required.
- \$50 per hour for the Combined Room- \$350 Cleaning Deposit may be required.
- \$100 per hour for event time that occurs before or after the reserved rental time, with a minimum of 1 hour billed.
- \$200 per day for storage of items delivered to the facility and not picked up from the event.
- Damages charges will be billed at the amount needed to restore the Multi-Purpose Room or Library property to the original condition.
- If the User defaults in the payment of any amount due to the City, the User will be charged any and all collection fees should collection efforts be necessary.

BE IT FURTHER RESOLVED, by the Wasilla City Council, that the Mayor has the authority to waive or modify Library rental fees for other government agencies or in special cases.

ADOPTED by the Wasilla City Council on January 23, 2017.


BERT L. COTTLE, Mayor

ATTEST:


JAMIE NEWMAN, MMC, City Clerk

[SEAL]

WASILLA

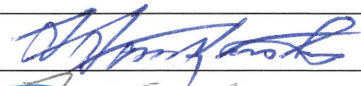

• ALASKA •


CITY COUNCIL LEGISLATION STAFF REPORT

Resolution Serial No. 17-02: Adopting A Fee Schedule For The Multi-Purpose Rooms In The Wasilla Public Library In Accordance With Wasilla Municipal Code 5.02.050.D.

Originator: Library
 Date: 1/11/2017

Agenda of: 1/23/2017

Route to:	Department Head	Signature	Date
	Chief of Police		
	Public Works Director		
	Recreation Services Director		
X	Finance Director		1-12-17
X	Deputy Administrator		1/12/17
X	City Clerk		1/12/17

Reviewed by Mayor Bert L. Cottle:  1/12/2017

Fiscal Impact: yes or no **Funds Available:** yes or no

Attachments: Wasilla Public Library Multi-Purpose Room Rental by the Public Policy (2 pages)
 Wasilla Public Library Multi-Purpose Room Rental Information (2 pages)
 Resolution Serial No. 17-02 (2 pages)

Summary Statement: Wasilla Municipal Code 5.02.050.D states, in part, “The council shall set all user fees and charges for specialized programs and services related to the library.” As the Multi-Purpose Room rentals are a service related to the library, the fee schedule has been put forward for Council’s approval.

Recommended Action: Adopt resolution 17-02.



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:

JAN. 10th 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 MPR's into one Combined MPR. MPR's 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 Facility Use Agreement outlining the terms and conditions of MPR use. The MPR Facility Use 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.



WASILLA
PUBLIC LIBRARY

Policy

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

Subject: Multi-Purpose Room Rental by the Public

Prepared by: Library

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.

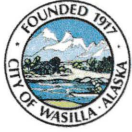
The person who will be responsible for the Event must fill out the application form. Applicants must be 18 years of age or older and provide valid photo identification. Groups composed of persons under the age of eighteen (18) must be sponsored and supervised at all times by someone eighteen (18) or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

If the User fails to hold the Event or fails to notify the Library of cancellation within one (3) business days 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



MULTI-PURPOSE ROOM RENTAL INFORMATION



Library use has priority on the Multi-Purpose Rooms (MPR). When MPR are not in use for a Library or City function, MPR are available for rental on a first come, first served basis during regular library hours (available at www.cityofwasilla.com/library). **Please note: MPR's are only available during those days/hours that the library is open to the public.**

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.

Type of Rooms of Available	Capacity <i>These numbers are based on fire code restrictions and cannot be changed.</i>			Hourly Rental Fee	Cleaning Deposit (if required)
	Chairs Only	Chairs & Tables	Standing Room Only		
Small Multi-Purpose Room	40	30	Up to 49 people	\$25.00	\$150.00
Large Multi-Purpose Room	100	40	Up to 100 people	\$35.00	\$200.00
Combined Multi-Purpose Room	120	80	Up to 180 people	\$50.00	\$350.00

*Users will be billed \$100 per hour, with a minimum charge of one (1) hour, for pre- or post- event use outside of the date and time recorded in the MPR Room Rental Agreement. **Please be sure to include the additional time needed for Set-Up and Take-Down in your reservation request.***

Additionally, 119 chairs and 26 tables, which seat 2-4 people comfortably, are available for use. The tables are 60" wide by 24" deep and 29" high. Each MPR has an 85" screen which can be connected to a laptop via an HDMI cable. While HDMI transmits both audio and video, there is also an audio jack which would allow a phone or other portable device to be connected to the MPR sound system (audio only).

The Library has equipment which may be used in the meeting rooms. While the Library makes every attempt to have equipment available and in good repair, we cannot guarantee its availability. Additional equipment available upon request:

- Wireless microphone
- HDMI Cable
- Audio cable with standard headphone jack
- Induction Loop Receiver (4)

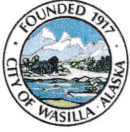
Food

Events where food will be served require a cleaning deposit, which will be returned unless the room is left in a state which requires cleaning after the User's Event. Light beverage refreshment (tea, coffee) does not require a cleaning deposit. Alcoholic beverages are not permitted.

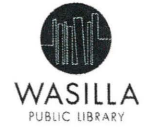
Frequency of Use

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 Mayor.

MPR reservations are allowed up to ninety (90) days in advance.



MULTI-PURPOSE ROOM RENTAL INFORMATION



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.

Person Responsible

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 a 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.

Cancellation

If the User fails to hold the Event or fails to notify the Library of cancellation within three (3) business days of the scheduled Event, the applicant will not receive a refund of rental fees.