



Anchorage Public Library **Facility Use Policy**

Definitions:

“APL” when not referring to Anchorage Public Library physical facilities and/or grounds means the Library Director or designee.

“Users”, “Group,” “Organization(s),” means the organization or individual using library facilities and/or grounds.

Policy:

It is the policy of the Municipality of Anchorage to make rental facilities available on a nondiscriminatory basis while maximizing revenue opportunities to offset expenses.

The primary use of APL facilities is that of a public library. When designated areas of the Anchorage Public 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 are referred to herein as meeting areas.

APL follows the American Library Association’s (ALA) guidelines regarding access to library facilities. APL meeting areas are made available, on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Permission to use APL facilities and/or grounds, whether rented or provided at no charge does *not* constitute an endorsement or sponsorship of any group, individual, organization, or event.

The *Grounds Use Policy* covers areas outside the building available for public use and are available only during library open hours.

Generally, areas set aside for the conduct of library business are not available for use by the general public at any time.

Meeting areas covered by this policy include:

Z. J. Loussac Public Library Wilda Marston Theatre, Public Conference Rooms, Ann Stevens Room/Galleria, and Assembly Chambers.

Chugiak-Eagle River Library Program Room

Mountain View Library Community Room

Muldoon Library Program Room

General Terms and Conditions of Use and Operations:

1) A confirmed *Facility Use Agreement* is required to reserve any meeting area.

2) A minimum reservation of two hours is required for any meeting area at the Loussac Library. Set up, take down, and rehearsal time must be included in a reservation. Reservations are limited to those dates, times, rooms, and areas listed in the *Facility Use Agreement*.

3) Status order of a reservation is determined by date of receipt by APL of the signed *Facility Use Agreement* and payment of fees, not the date of initial inquiry. Applications for use during any calendar year (January 1 - December 31) are processed as received during that year. Applications for the following year are accepted beginning October 1, and are processed in the order received. Facility Use Agreements for the following year submitted prior to October 1, will not be accepted. Groups/Users who utilize APL space on a regular basis are required to submit a new application each year.

4) Fees: Fees are due within thirty (30) days of confirmation for advance booking with a *Facility Use Agreement* or immediately if reserved fewer than thirty (30) days. Booking will be cancelled if fees have not been paid within 30 days of booking confirmation. Users will be billed, in half-hour increments, for pre- or post event use not previously negotiated in the *Facility Use Agreement* and for unpaid, un-canceled reservations. All measures necessary to insure safe and lawful conduct of activities, including but not limited to, crowd control measures and fire prevention shall be undertaken and financed by the user. Two security officers are required for any use of the Loussac Library Ann Stevens/Galleria area during closed hours. For rentals of branch meeting rooms, there is no cost for security guards during open library hours. For rental of branch meeting rooms during closed hours, the following guidelines apply:

Chugiak-Eagle River Library – During closed hours, 2 security guards are required. Building entrance is limited to the North entrance.

Mountain View Library – During closed hours, 1 security guard is required.

Muldoon Library – During closed hours, 2 security guards are required.

Security guards work a minimum shift of 4 hours. For branch rentals during closed hours, a security guard will be responsible for picking up and returning the building key to the Security Office at the Loussac Library. For rental events 4 hours or more, an additional hour of one security guard will be required for securing the keys.

Security service must be provided through the library security contractor at user's expense. APL may, at its discretion, require additional security for certain events. User is responsible for contacting Loussac security at (907)343-2851 to arrange for extra security when required. Specialized technical assistance for teleconferencing, lighting, etc., where required, is at user's expense.

5) Any cancellation or change of a confirmed reservation must be received in writing 30 calendar days prior to the scheduled event. No refunds will be given unless written cancellation is received within 30 calendar days of the scheduled event. If an event is canceled due to a Municipal or Library event, all room booking fees will be refunded.

6) Conditional use: The user shall defend and hold harmless from, and indemnify the MOA for liability and claims arising out of acts or omissions of the library, employees, participants, agent, or contractors. A certificate of insurance may be required.

7) Additions to or alterations of APL equipment, electrical, or mechanical systems are prohibited. All decorations, scenery, etc. shall be erected without defacing the facility in any way, and are subject to the approval of the library and shall be installed and removed from the facility within the time reserved. No items/materials may be affixed to walls, doors, flooring, furniture, etc. that will leave a residue, stain, scratch, or otherwise mar these surfaces. Only blue painter's tape and 3M Post It Note Flip Charts are allowed on the walls. The following are not allowed in any APL facility: smoking, candles, open flame; flammable, combustible, or smoldering decorations; smoke or fog generating equipment or apparatus. Stand-alone sound systems may not be tied into any facility sound system. Other than the back stage lighting panel, use of the Loussac Wilda Marston Theatre lighting system including the "catwalk" lighting, requires use of a lighting technician, approved by the Facility Manager, within 30 days of the event. Lighting technicians are required to return the theatre lighting system to its original configuration within the time the user has reserved. "High Arc" follow spotlights may not be added to the existing lighting system in the Wilda Marston Theatre.

8) Interruption or Termination of the event. APL reserves the right to interrupt, terminate, or cancel an event when, in the sole judgment of APL, such act is necessary in the interests of public safety and/or user is in violation of this policy. User waives any claim for damages or compensation should the event be interrupted, terminated, or canceled.

9) Users are financially liable for any damage to the facility or library equipment caused by or as a result of their use, and are required to report such damage as soon as possible after the incident, and shall take only such action as is reasonably necessary to stop or contain damage. APL will repair, clean, or take such other reasonable action as is necessary to clean and/or repair such damage. Payment for any damage(s) is the responsibility of the user and shall be made to APL within thirty (30) days of receipt of any billing.

10) Laws and Ordinances: Use shall be in accordance with all applicable Federal, State, and Municipal ordinances, statutes, rules, and regulations.

11) Users of meeting rooms at the Z. J. Loussac Library must check in and out with the security office on Level 2 of the Z.J. Loussac Public Library. Users of branch meeting rooms must check in with staff during open hours or a security guard during closed hours. Government-issued photo identification is required to access any rented area and/or equipment. The identification will be retrieved when equipment has been returned, user has restored the area to original configuration, and the area has been checked out by security.

12) No flyers, banners, or other type of advertisement may be posted in the windows or outside the building advertising events within the library. Simple signs, including group name and directions to room, may be placed for the sole purpose of directing users to the room

13) Users agree to observe posted room capacities and to insure that their use shall not adversely affect the needs of APL and shall be conducted so as not to disturb others using the library.

14) Users are responsible for their own supplies, specialized equipment, set up, and clean up. Tables, chairs, and equipment must be returned to the original configuration.

15) No items may be stored for any user/group in any APL facility. All supplies and equipment used in an event must be removed from the facility at the completion of each reservation period. All APL equipment made available for use must be checked out and checked in through the security office on level two. APL is not responsible for items left in, lost, or stolen from APL facilities and/or grounds.

16) Food and drink are allowed only in designated areas.

17) Serving alcoholic beverages, in meeting areas, is subject to obtaining or possession of an Alcohol Beverage Control Board permit, Municipal Manager's Permit, and any other permit or temporary license which may be required by law. Copies of permits must be posted in the area where alcoholic beverages are to be served.

18) Advertising/Promotion of events, meeting programs, etc., for which space within APL facilities has been reserved, must clearly state the sponsor of the event and a local contact telephone number. Promotional materials, press releases, etc., must be worded so that it is clear to the general public the event is held at and not sponsored by APL. Non-compliance with this policy may lead to immediate cancellation of the event and forfeit of rental fees paid.

Recommended for approval: Library Advisory Board. April 19, 2006

Revised and recommended for approval: Library Advisory Board. June 18, 2008

Approved by: Karen Keller, Library Director. June 18, 2008

Revised and recommended for approval: Library Advisory Board, January 21, 2015

Approved by: Mary Jo Torgeson, Library Director. January 21, 2015