



## FACILITY AND GROUNDS USE POLICY

Effective Date: (03/01/2026)	Approval Date (02/06/2026)
Supersedes P&P: Facility and Grounds Use Policy Group Study Room Policy Loussac Grounds Use for Purpose of Public Assembly	Previous version dated: 11/20/2019 10/20/2021 11/18/2009
Final approval by: 	

### 1. PURPOSE

The purpose of this policy is to establish and summarize procedures and practices for public use of meeting facilities and grounds at Anchorage Public Library (APL). This policy applies to all meeting rooms, grounds, and locations of Anchorage Public Library and applies to members of the public, groups, government agencies, and Municipal employees and departments who use them. This policy supersedes any previous APL policies related to grounds and facilities.

### 2. POLICY

“Connecting people to education, information, and community,” is the mission of APL. Accordingly, APL welcomes the public to use its facilities and grounds in a manner that complements other aspects of APL’s mission. Events, gatherings, and meetings hosted at APL facilities may not hinder core APL functions and services. APL makes rental facilities available on a nondiscriminatory basis while taking advantage of revenue-generating opportunities.

When APL’s meeting spaces are not in use for library functions, these spaces may be made available for rent on a first-come, first-served basis. Detailed requirements and rental fees are listed below in section 6. Study spaces are available at some locations subject to the requirements listed below. Permission to use APL meeting spaces does not constitute an endorsement or sponsorship of any group, viewpoint, individual, organization, or event.

Renters are required to adhere to all requirements as listed in the Renter Responsibilities set forth in this document in section 8.

### 3. DEPARTMENTS/DIVISIONS AFFECTED

All Anchorage Public Library locations.

## 4. REFERENCES

1. Municipality of Anchorage Operating Policy/Procedure 01-04 – Delegation of Signature Approval/Authority, effective January 1, 2020.
2. Anchorage Municipal Code (AMC) 4.60.040 – Library Advisory Board
3. AMCR Chapter 10.50 - Regulations governing the sale or serving of alcoholic beverages on municipal property
4. AMC 25.10.011 - Use permit fees
5. AMC 3.101.020 - Library fees and charges
6. AMC 25.10.090 - Consumption in public place
7. Alaska Statute Chapter 04.09 – Alcoholic Beverages; Licenses, Endorsements, and Permits
8. APL Code of Conduct
9. APL Photography and Filming Policy

Use shall be in accordance with all applicable Federal, State, and Municipal ordinances, statutes, rules, and regulations.

## 5. DEFINITIONS

1. **AMCO**: Alcohol Marijuana Control Office
2. **APL**: Anchorage Public Library
3. **COI**: Certificate of Insurance
4. **Facility Use Coordinator**: APL Staff member assigned to manage room rental reservations.
5. **Government Agencies**: State, Federal, and Local Governments.
6. **Library Director**: The head of the Anchorage Public Library or designee.
7. **Library Policy**: A document setting forth a Library-wide policy; may or may not include a Library Procedure.
8. **Library Procedure**: A document setting forth operational best practices designated to implement a policy and/or train Library Staff Members.
9. **Library Staff Member**: An individual employed at any Anchorage Public Library location.
10. **Non-Profit**: organization with 501(c)(3) tax-exempt status.
11. **Renter**: Any non-library individual or organization utilizing Library spaces with an approved Rental Agreement on file.

12. **Security:** Municipal employees or contractors who provide security services at APL facilities. Security personnel are not law enforcement officers or peace officers.
13. **Tabling:** The act of setting up a table in a library space to provide information to the public.

## 6. ROOM DETAILS AND RENTAL RATES

The Library has prepared the following list of available rental spaces. Rates will be charged by the hour.

### LOUSSAC LIBRARY

In order to limit disruption to library operations the following restrictions are in place at the Loussac Library:

- The Atrium is only available for rent outside of library operational hours.
- Minimum Room usage is two (2) hours unless otherwise noted.

#### **Parking Lot:**

Specific areas of the Loussac parking lot may be reserved for a fee. Please contact the Facilities Use Coordinator at [aplrooms@anchorageak.gov](mailto:aplrooms@anchorageak.gov) for more information.

- Unless a reservation has been made for use of the Loussac parking lot, the parking lot is only to be used by library patrons, employees, event guests, or vendors to park their vehicles while visiting or working at Loussac Library, including to attend Assembly meetings or other public events.
- The library may waive parking lot fees for non-profits or government agencies providing services accessible to Anchorage residents.
- The parking lot may not be used for:
  - Endorsing or opposing candidates for public office.
  - Endorsing or opposing initiatives, referenda, or the adoption of federal, state or local legislation.
  - Promoting commercial products, services or sales.

#### **Study booths:**

The Loussac Library has single occupancy study booths available. Inquire with staff for details.

**Meeting Rooms:**

Room/Space	Rental Rate
Loussac Event Center/Rotunda	\$200 / hour
Wilda Marston Theatre	\$150 / hour
Assembly Chamber	\$100 / hour
Atrium (Only available after hours)	\$60 / hour
Ann Stevens Room/Galleria	\$100 / hour
Beluga Room 1 hour minimum	\$60 / hour
Salmon Room 1 hour minimum	\$60 / hour
Moose Room 1 hour minimum	\$60 / hour
Raven Room 1 hour minimum	\$60 / hour
Learning Commons	\$75 / hour
36 <sup>th</sup> /Denali Lawn	\$300 / day
Fountain Lawn	\$300 / day
Parking Lot (limited areas)	\$300 / day

**MOUNTAIN VIEW LIBRARY**

**Mountain View Community Room:**

The Library has set aside the Community Room at the Mountain View Library for non-profits and government agencies to use free of charge. All reservations are subject to the policies and procedures for room use and conduct as outlined in this document.

All groups are required to pay for security during any room use outside of regular library hours whether free or paid use (see section 8 paragraph 8 for details).

Room/Space	Rental Rates
Mountain View Community Room  Two (2) hour minimum	\$100 / hour*  *Free for non-profits and government agencies

**CHUGIAK EAGLE RIVER LIBRARY**

**Study Rooms:**

There is no rental fee for the Group Study Rooms.

**MULDOON LIBRARY**

No rooms available for public use.

**GERRISH LIBRARY**

Girdwood Community Room reservations are handled through [Girdwood Parks and Recreation](#). Single occupancy study booth available. Inquire with staff for details.

**7. RENTER RESPONSIBILITIES**

Renters are responsible for understanding this Policy and complying with it. Renters are also responsible for reviewing, understanding, and following APL’s Patron Code of Conduct. Failure to comply with this policy or the Code of Conduct may result in immediate termination of the rental, including in-progress rentals.

**1. Make a Reservation.**

- Rooms are available for rent at the Loussac and Mountain View libraries using the online reservation system at anchoragelibrary.org.
- Reservation must include time for all set up, take down, and rehearsals.
- Applications for rentals are processed in the order received.
- Reservations are not confirmed until the request has been reviewed and approved by library staff.
  - If renting more than one (1) room at a time or if the event anticipates more than 100 people, your application will require approval from the Library Director to ensure library operations are not adversely affected.
- The Library reserves the right to reject any application if it is determined that the organization has abused its past privileges in using Library facilities as determined by the Library, including, without limitation: failure to follow the Library Code of Conduct, failure to

appear for a scheduled meeting, failure to pay all fees and/or failure to exit the building or room on time.

## **2. Pay the Applicable Fees.**

- Rental fees are due within 30 days of application, or within 72 hours of making the reservation if reserved less than 30 days in advance of rental date. The booking will be cancelled if fees have not been paid within the stated deadline.
  - APL will determine the payment schedule for recurring use.
- Additional fees may include, but are not limited to, security, permit fees, certificates of insurance, alcohol fees, and portable restrooms.
  - A cleaning fee may be charged after use if not left in original condition.
- Groups using a room outside of the approved reservation will be billed by the hour for any pre- or post-event use.

## **3. Know our Policy on Cancellations and Refunds.**

- Refunds will not be given unless written cancellation is received 30 calendar days prior to scheduled event. No refunds will be issued if event is booked within the 30-day window.
- Events will automatically be cancelled if rental fees are not received by the established due date.
- The Library reserves the right to cancel a reservation for Municipal or Library purposes. If an event is canceled due to a Municipal or Library event, all rental fees will be refunded.

## **4. Know our Policy on Interruption or Termination of Events.**

- 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. Renter waives any claim for damages or compensation should event be interrupted, terminated, or canceled.

## **5. Provide the Required Documents.**

- Renters may be required to provide additional documentation if applicable, such as:
  - Copies of noise and health and/or special event road right of way permits
  - Letter verifying Anchorage Fire Department's knowledge and approval of event.
  - Security plan
  - Concessionaire's permit for each vendor
  - Certificate of Insurance
  - Permits, licenses, or any other information required by library staff for room use.

- If desiring to serve alcohol at APL facilities: State permit to serve alcohol and completed APL alcohol service application. (See part 7 below for more information.)

#### 6. Understand and Agree to Renter Liability.

- A certificate of general liability insurance with a copy of the insurance binder with the Municipality of Anchorage identified as co-insured may be required.
- A Certificate of Insurance (COI) must be established and finalized for specific events. Renters are financially liable for any damage or loss to facility or Library equipment caused by their use.
- Renters are required to report such damage as soon as possible.
  - Loussac Library security office located on the 2<sup>nd</sup> floor – 907-343-2851
  - Mountain View Library – Branch Manager 907-343-2907.
- Renters must take action as soon as is reasonably possible to stop or contain damage(s) to APL facilities. APL has the right to clean, repair, or replace lost and damaged items as it sees fit and bill the renter for the cost of doing so.
- The Renter (as established by the COI) shall save, hold harmless, defend, and indemnify the Municipality of Anchorage from all claims, damages, suits, or other liabilities arising from injuries to persons or damage to property resulting from the Renter's and the Renter's guests' use of APL facilities or grounds during Renter's event. **This condition holds true for non-profits or government agencies using Mountain View Community Room.**
- Renters are responsible for managing crowd control and adhering to all room capacity limits. Failure to comply may result in immediate termination of the event.

#### 7. Understand and Comply with Municipal Policies Related to Alcoholic Beverages.

- Serving alcoholic beverages in APL facilities and grounds is subject to obtaining an Alcohol Marijuana Control Office 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.
- A copy of the permit or license must be submitted to the Library prior to the event.
- **Loussac Library:** Alcohol may only be served in the Event Center, Ann Stevens room or the Atrium (Atrium only available after hours).
- **Mountain View:** Alcohol may only be served when the library is closed.
- A \$250 flat fee is charged for all events where alcohol is present.

#### 8. Provide Security, if Required.

- APL may, at its discretion, require additional security for certain events such as those with alcohol, outside of regular library hours, or over 100 attendees.

- If required, separate security contracts must be initiated and completed within 30 days of application, or within 48 hours if reserved less than 30 days in advance.
- Approval will be contingent on confirmation of security contract.
- Renters are required to contract with MOA contracted security company at their expense.
- **Mountain View:** Reservations for the Mountain View Community Room outside of library hours will be required to pay for security for the duration of the event. This includes non-profits and government agencies who may use the room for free. Renters are required to contract with MOA contracted security company.

#### 9. Follow APL's Promotion Rules.

- The library does not endorse the activities or viewpoints of those using its meeting rooms.
- Advertising/promotion of events held within APL facilities and grounds must clearly state the sponsor of the event and a local contact.
- Promotional materials must state:
  - *"APL does not endorse, sponsor, or advocate for the views, opinions, or activities of any individual, group, or organization hosting events on its premises."* to make clear to the general public the event is held at, not sponsored by, APL.
- The APL logo may not be used on promotional materials, social media posts, or webpages for events held at APL facilities or grounds.
- This statement above in (b) must be included on any directional signs to event. Signs may only be posted on the day of the event in the library and only in designated areas as approved by the Facilities Use Coordinator.

#### 10. Understand what Audio Visual (A/V) Equipment is APL-provided versus Renter-provided.

- A/V equipment is available in most rooms.
  - Please refer to our website for a complete list of amenities including available adapters.
- The renter will be responsible for running the A/V equipment during the event.
- Renter is strongly encouraged to make an appointment during open hours in advance at no charge to test the equipment before the event.
- It is the responsibility of the renter to ensure their equipment has all necessary adapters to operate the A/V.

#### 11. Follow Room Use Rules.

- Check in and out at the beginning and end of event.
  - At **Chugiak-Eagle River Library**, check in and out with library staff at the front desk.
  - At **Loussac Library**, check in and out with security.

- The security office is located on Level 2. Security can be reached by phone at 907-343-2851.
- At **Mountain View Library**
  - During open hours, check in and out with the library staff at the front desk.
  - After hours use, check in with scheduled security for access to the building. (Any after-hours use requires renter to pay for security).
- Room will only be available during scheduled time; any prior access needed for set up must be included in room reservation.
- All attendees must abide by the APL Code of Conduct
- 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.
- 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 (only painter's tape and Adhesive Flip Charts are allowed on walls) and are subject to the approval of the Library and shall be installed and removed from the facility within the time reserved.
- Stand-alone sound systems may be used if they do not disrupt library activities and are not tied into any facility sound system.
- All measures necessary to ensure safe and lawful conduct of activities, including but not limited to, posted room capacity, crowd control measures, and fire prevention, shall be undertaken and financed by the Renter.
  - Failure to comply may result in immediate termination of the event.
- Renter must ensure that use does not adversely affect APL operations and others using the library.
- Renter must contain food and beverage to designated areas, unless otherwise authorized by APL.
- Renters are responsible for their own supplies and specialized equipment. APL will not provide any supplies to groups using facilities or grounds. Items may not be stored at APL. APL is not responsible for items left in, lost or stolen from APL facilities and/or grounds.
- The renter will be charged for any stolen equipment provided by the library including any cords, extension cables, etc.
- The Library cannot provide carts or flatbeds for moving items to or from rooms.
- Setup, breakdown, and cleanup is the responsibility of the Renter. This includes returning equipment, chairs, and tables to their original configuration and condition.

- APL may require renter to supply portable restrooms, at renter's expense, if there are 100 or more participants and/or if the grounds are used when the library is closed.
  - Library restrooms, water fountains and power may be used when the library is open.
12. APL may impose such other reasonable conditions in addition to those specified herein as deemed necessary for health and safety.

## 8. PUBLIC ASSEMBLY

The public may assemble, engage in expressive activity, and petition their government on the outdoor grounds of APL buildings subject to the following time, place, and manner restrictions.

- Participants may not assemble, collect signatures, or distribute leaflets inside the library buildings including in entryways, vestibules, or lobbies.
- Participants must follow the Library Code of Conduct.
- Other than assembling for spontaneous protests in reaction to breaking news events, people assembling at APL facilities or grounds must follow the rental, reservation, or permit procedures outlined in this Policy.
- Assemblies, signature collection, petitioning or expressive activities shall not impede motor vehicle, pedestrian, or bicycle traffic or block walkways, entryways, fire exits, or wheelchair ramps or disrupt regular library business, use, activities, or programs.

## 9. TABLING

APL may offer space for non-profit organizations and government agencies to provide information about their services to library patrons. Only organizations or agencies providing services accessible to Anchorage residents may table at APL.

APL has the right to determine when to make its facilities available for tabling, the location of tabling at the APL facility, the size of the tables, and establish and alter criteria for the organizations eligible to table at its facilities. APL providing tabling space to an organization is not an indication of library endorsement of non-profit or government services offered. These tabling events must be approved in writing by the library.

- Tabling space is available at the following locations:
  - Chugiak-Eagle River Library
  - Loussac Library
  - Mountain View Library
  - Muldoon Library
- To reserve a tabling space, organizations must fill out an application online at [anchoragelibrary.org](http://anchoragelibrary.org).

- Reservations are not final until the application has been approved by designated library staff
- Non-profit organizations and government agencies may reserve a table to provide information about their programs and services that are of interest to the Anchorage community.
- Non-profit organizations may not actively solicit financial donations while tabling at APL facilities. Organizations may offer printed materials with information about how to support them.
- Tabling space is provided for non-profit organization to offer information about their services. The following specifically do not qualify as tabling and will not be accepted at APL:
  - Organizations endorsing or opposing candidates for public office.
  - Organizations endorsing or opposing initiatives, referenda, or the adoption of federal, state, or local legislation.
  - Organizations promoting commercial products, services, or sales.
- The Library will:
  - Provide one table and two chairs located in storage area.
  - *Not* store any materials for organizations.
- The Tabling Organization will:
  - Notify security of their arrival to gain access to storage area.
  - Retrieve table and chairs and set up in designated area.
  - Clearly state the organization name at the table.
  - Clearly state the sponsor of the event and a local contact on advertising/ promotion of events held within APL facilities and grounds. Promotional materials must be worded so that it is clear to the general public the event is held at, but not sponsored by, APL.
  - Take down table and chairs, clear area of any trash, and return table and chairs to storage area.
  - Bring all supplies in on day of and take them away at the end of the event.
- APL has the right to limit size, frequency, location, and duration of space access. Library requirements take precedence over outside organizations.
- APL accepts no responsibility for loss or damage to materials or equipment brought in by the organization.

Tabling requests are approved based on adherence to the policy and availability of space. Approval is not based on content, viewpoints, beliefs, or affiliations of organizations permitted to table. Failure to comply with this policy may result in denial of tabling privileges.

## 10. STUDY SPACE USAGE

Study Rooms are available free of charge. These include study rooms at Chugiak Eagle River and study booths at Loussac and Gerrish libraries.

- Usage may be limited, upon the determination of library staff, for reasons of availability, need, access equity, etc.
- Person or group must check in and out at the public service desk.
- Each group study room can accommodate only the number of people for which there is seating. Additional chairs may not be brought into the room, nor may people sit on the table or floor in order to accommodate a larger group.
- The group study rooms / booth must be vacated at least 15 minutes before the library closes.
- Materials, personal or Library, may not be left in the study rooms / booths after use. The Library assumes no responsibility for loss of materials left in study rooms.
- If the room / booth is left in an untidy state, the patron associated with the room will be asked to clean it.
- A space must be left the way it was received. The group or individual will lose room privileges if it is not.

## 11. ANNUAL REVIEW DATE/LEAD REVIEW RESPONSIBILITY

This policy will be reviewed (annually in Q2) by:

1. Library Director

List reviews and/or edits for the previous 10 years

Review Date	Review Personnel	Review/Edit
02/06/2026	Library Director	Review
12/12/2025	Allison Lang, Attorney	Review /Edit
11/20/2019	Library Advisory Board	Review