

Anchorage Public Library Non-Profit Event Procedure

Definitions:

Non-Profit: a 501.3c organization or other officially recognized tax exempt organization

Purpose:

To provide a way for non-profit groups to offer free events at the Z. J. Loussac Library at no cost to them. To allow all said groups equitable access to the space.

Procedure:

- The non-profit organization submits an application through the website to be reviewed by the Assistant Director or their designee.
- Events are subject to all library policies including but not limited to
 - No soliciting allowed
 - All events must be open to all members of the public
- After approval, the non-profit can make a reservation for the Moose room 60 days in advance.
 - Only the Moose room is available for no charge and only during library regular hours
 - No additional library equipment or staff support is available except what is normally in the Moose room
 - Reservations are opened in one month blocks, 2 months in advance. For example: On January 1, reservations open for March 1-31; on February 1, reservations open for April 1-30. Reservations are done on a first come, first served basis. Library event reservations and paid reservations may be done before the this time period.
 - Organizations are limited to one reservation per month
 - Currently reservations are made by emailing APLRooms@muni.org - this may be updated in the future.
- Event publicity will be done by the event organizer
 - The event will not be listed on the library website
 - If the event organizer wishes to provide a flier for the library's community board, it must follow all standard guidelines for event fliers on the community board.
 - No fliers, social media posts, or other publicity may include the library's logo or otherwise imply that the library is a host or co-host of this event.
- To help the public more clearly understand the difference between library and community events, only library sponsored events may use the terms "storytime or story hour." for similar events we suggest partners use "Read With (group)" or "Book talk with (presenter)".

If this procedure does not meet the needs of the organization, or their application is rejected, they are still allowed to rent a room.

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