

Fairbanks North Star Borough Public Libraries

LARGE MEETING ROOMS POLICY

The libraries offer the use of the Auditorium, Conference, and Multi-purpose rooms for public meetings and programs of a non-commercial nature. The following policies govern the use of the rooms. There are fees for room and equipment use.

**Occupancy**

Maximum Occupancy	With Chairs	Without Chairs
Noel Wien Library Auditorium	150	225
Noel Wien Library Conference Room	30	50
North Pole Branch Multipurpose Room	80	130
North Pole Branch Conference Room	20	40

These numbers are based on fire code restrictions and cannot be changed. At no time shall the user group allow occupancy to exceed these numbers. Failure to comply with this requirement will result in the immediate cancellation or closure of the meeting.

**Note:** *The libraries also offer study rooms that accommodate up to 10 people. Please check our website for more information regarding the study rooms or call Noel Wien Library Reference Desk at 459-1046 or North Pole Branch Help Desk at 488-6101.*

**General Information**

- All meetings and programs must be open to the public and may not interfere with library operations. Meeting room groups must follow the libraries' Patron Conduct policy, available at <http://fnsblibrary.org> Printed copies are available upon request.
- Meetings of a personal nature, e.g. birthday parties or weddings, or for commercial purposes where profit is the direct or indirect purpose of the meeting will not be approved. No fees may be charged or collected for meeting or program attendance. Groups wishing to collect donations to defray costs associated with their meeting must do so away from the library building and entryways. Direct or indirect sale of any product or service is prohibited, except for sales sponsored by the FNSB Libraries, the Library Foundation, or the Friends of the North Pole Library from which a portion of the proceeds must benefit the library.
- Groups composed of persons under the age of 18 must be sponsored and directly supervised at all times by someone 18 or older.
- The library has limited equipment which may be used in the meeting rooms. See application for details. While the libraries make every attempt to have equipment available and in good repair, we cannot guarantee its availability.
- Meeting rooms are not available on days and times when the libraries are closed.

LARGE MEETING ROOMS POLICY

**Reservations:**

- Auditorium, Conference, and Multi-purpose rooms may be reserved in advance by calling: Noel Wien Library 459-1022 or North Pole Branch 488-6101.
- Applications must be completed and received within 5 days of making the reservation. If application is not received, the room reservation will be subject to cancellation.
- Applicant's signature on the application guarantees that all aspects of this policy will be observed.
- Reservations are not confirmed until the application is approved by the Library Director or designee.
- Publicity may not be distributed prior to application approval.
- A group may use the meeting rooms up to 6 times per calendar year.
- If a meeting is cancelled, the library must be notified in a timely manner. Failure to do so may result in forfeiture of future room use.
- In the case of an emergency or an unanticipated library need, the library reserves the right to cancel meeting room use or to provide a substitute room if available.
- A person or group who attempts to schedule meetings under false pretenses using alternate names, etc. to circumvent the reservation rules stated in this section will be prohibited from using the libraries auditorium, conference rooms, and multi-purpose room in the future.

**Room Guidelines:**

- The responsible person must check in and leave a current library card or other identification with Library staff for the duration of the meeting.
- The card or identification will be returned to the user after the meeting when library staff inspects the room and a checkout form has been completed and signed by staff and the responsible party.
- Reasonable care of the building, furnishings and equipment will be the responsibility of the group using the facility. **The responsible party will be charged** if the room is not clean and returned to the required set-up, if any equipment is missing, or if there are any damages.
- Refreshments may be served in meeting rooms. Users are responsible for cleanup. The Library cannot provide storage for meeting materials and supplies.

**Fees:**

- See application for basic room use fees, equipment options and related costs.



**Fairbanks North Star Borough, Noel Wien Library**  
**1215 Cowles Street, Fairbanks, AK 99701**  
**Auditorium / Conference Room Application**  
 Telephone: 459-1022 Fax: 459-1024 Email: [nwl.admin@fnsb.us](mailto:nwl.admin@fnsb.us)

**A library card or other form of identification must be left with Administrative staff or Reference Librarian prior to using the room. It will be returned when you check out of the room.**

Responsible Applicant(s): \_\_\_\_\_

*Name of person who will be in attendance for entire meeting and to sign in / out of room with ID*

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Email Approval/Confirmation? Yes No

Telephone: Business \_\_\_\_\_ Home/Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Subject / Purpose / Type of Meeting: \_\_\_\_\_

\_\_\_\_\_ Estimated attendance: \_\_\_\_\_

Meeting date: \_\_\_\_\_ Setup time: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_

**The library has limited equipment available for your use and does not have technical support to troubleshoot equipment problems should they arise. After use, the room must be cleaned and reset according to the diagram posted by the door. The applicant signing for the room is responsible for setup, reset, cleanup and any damages to equipment, furniture, easels, room etc. Library staff will inspect the room at time of check-out.**

**Part II – Please check all that apply - Room & Items Requested**

Room Requested		
Auditorium	\$50	<input type="checkbox"/>
Conference Room	\$25	<input type="checkbox"/>

Items Requested - Additional Fee		
Microphone	\$45	<input type="checkbox"/>
Grand Piano - Auditorium Only	\$50	<input type="checkbox"/>
Upright Piano - Conf. Rm. Only (Fee is waived if room is reserved)	\$15	<input type="checkbox"/>

Items Requested – No Charge		
Kitchenette	N/C	<input type="checkbox"/>
Screen	N/C	<input type="checkbox"/>
Lectern (auditorium only)	N/C	<input type="checkbox"/>
Marker Board with Markers	N/C	<input type="checkbox"/>
Tables – how many _____	N/C	<input type="checkbox"/>
Audio Induction Hearing Asst	N/C	<input type="checkbox"/>
Video Conference Equip. (OWL) (For Video Conf. Use Only)	N/C	<input type="checkbox"/>

**Auditorium / Conference Room capacity are as follows:**

Maximum Occupancy	With Chairs	Without Chairs
Auditorium	150	225
Conference Room	30	50

*These numbers are based on the Fairbanks City Fire Code and are not up to the discretion of the FNSB library or staff. At no time shall the user group allow occupancy to exceed this number. Failure to comply with this requirement will result in the immediate cancellation or closure of the meeting.*

## Large Meeting Room Guidelines

- Application must be approved by Library Director. Submitting an application does not guarantee availability or approval. Publicity should not be distributed prior to application approval. In the case of an emergency or an unanticipated library need, the library reserves the right to cancel meeting room use or to provide a substitute room if available.
- The person signing this form and/or the check in form is accepting responsibility for the room and guarantees the room is returned to its original state. This person must leave a library card or ID with library staff for the duration of the meeting, must be present to open room, present during the meeting, and notify the administrative or reference staff for checkout prior to departure. Once Library staff has verified the state of the room and equipment, the responsible party's library card or ID will be returned. Users who don't return the meeting room or kitchen to its original state will be subject to a room penalty fee.
- Rooms will not be available before the scheduled time unless prior arrangements have been made. Rooms will not be available for setup before 9:30 am M-F and 10:00 am on Saturday.
- Meeting must end no later than 15 minutes prior to the close of the library to allow time for furniture to be returned to original arrangement and room to be vacated by closing.
- Equipment requests should be submitted with application and payment is required 24 hours prior to room use. Equipment requested less than 24 hours in advance may not be available and, if available, will incur an additional scheduling/set up fee which must be paid prior to room use. Please Note, equipment previously available may no longer be listed on the application. If you have any questions in regards to equipment, please contact the Library Administration Office at 459-1022.
- Parking is not allowed in staff areas. Electrical plug-in outlets are limited to staff use only.
- Cost of any damage(s) to the room or equipment shall be borne by the individual in charge of user group.
- The Library cannot provide storage of materials for programs.
- Materials may not be affixed or fastened to the walls / doors other than in designated areas (cork strips along walls).
- A group or organization using the Auditorium or Conference Room may not collect admission fees or charge participants attending the meeting / session.
- It is your responsibility to limit the size of your meeting to the approved fire code maximum occupation limit. If your meeting goes over the approved limit, people must leave or the meeting will be terminated.
- Please notify our office immediately of any cancellation or changes.

**Signature indicates Large Meeting Room Policy and Large Meeting Room Guidelines have been read and will be observed. Failure to comply may jeopardize future meeting room use privileges.**

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Library Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_

### Library Hours

<u>Monday – Wednesday</u>	<u>10:00am – 9:00pm</u>
<u>Thursday &amp; Friday</u>	<u>10:00am – 6:00pm</u>
<u>Saturday</u>	<u>10:00am – 5:00pm</u>