

## LIBRARY COMMUNITY ROOM RENTAL PROCEDURES

The Poulsbo Library staff manages the reservations for the Poulsbo Library Community Room. All communication will be through the Poulsbo Library staff.

Reservations for the Poulsbo Library Community Room may be made by submitting a completed application and payment to the Poulsbo Library Reference Desk or mailed to the address below.

- 1) Reservations are tentative until confirmed by library staff and paid in full. Rental times must include set up and take down, and renters are asked to please leave the room clean. The application form is found at: [www.krl.org/documents/branches/LibraryCommunityRoomUseApplicationAgreement.pdf](http://www.krl.org/documents/branches/LibraryCommunityRoomUseApplicationAgreement.pdf)
  - 2) The following fees are effective for all reservations :
    - a. Non-Profit (501c3) \$15 per hour
    - b. Governmental Organization \$25 per hour
    - c. Commercial or Private Rentals \$30 per hour
  - 3) Application and payment may be made at the Poulsbo Library Reference Desk or may be mailed in to the address below. Payment is by cash or check only. Checks should be made out to "Kitsap Regional Library" or "KRL." Renters will only receive a receipt if they pay in person at the Poulsbo Library.
  - 4) Renters will check out a key from the Poulsbo Library Reference Desk the day of or one day before their rental. A cleaning check-off list will also be given to each renter.
- Library hours for 2011 are as follows: Mon: 1 pm-8 pm; Tue and Wed: 10 am-8 pm; Thurs: 1 pm-5 pm; Fri: 10 am-6 pm; Sat: 10 am-5 pm
- 5) The key may be returned to the Poulsbo Library Reference desk the day of the rental. If the library is closed, it may be dropped into the Poulsbo Library's Book Drop box, located outside on the east side of the building, in the plastic case provided.

If you have questions, please call the Poulsbo Library at (360) 779-2915.

Kitsap Regional Library, Poulsbo Branch 700 Lincoln Road NE ♦ Poulsbo, WA 98370-7688 (360) 779-2915 ♦ fax (360)779-1051 [www.krl.org](http://www.krl.org) ♦E-mail: [PLMeetingRoomBookings@krl.org](mailto:PLMeetingRoomBookings@krl.org)