

Manchester Library Meeting Room

The building housing the Kitsap Regional Library in Manchester is owned by the Friends of the Manchester Library (FOML). The Friends are responsible for oversight of the meeting room rental and fee collection. FOML will decide what rate applies to a specific group.

Inquiries about reserving the room should be made to 360-871-3921.

Suggested Capacity: 69

No event will be booked that is reasonably expected to draw more people than the recommended occupancy for the space. Parking capacity is limited.

The room includes a refrigerator, microwave, TV and DVD player, HDMI connector, whiteboard, podium, projector, screen and coffee pot. Furniture options available include a maximum of nine 5ft tables, additional rounds and squares, along with 30 chairs.

The room can be rented for a minimum of an hour and in additional increments of 30 minutes at a time. The rental time should include setup and breakdown times. The room is not private if rented during Library open hours.

Fees:

\$20 per hour for use by governmental and commercial groups. \$15 per hour for use by nonprofit groups. Fees are paid in advance. Reservations become effective when the fee is paid. No refund is given if reservations are cancelled less than 48 hours prior to intended use.

Expectations of Users:

1. Groups using the room are expected to perform all set up of tables, chairs and equipment as needed for their event.
2. Groups using the room are expected to put away tables, chairs and equipment after their event.
3. Groups using the room are expected to exercise normal care in the use of the facilities, to clean up after their event and to return the room to acceptable condition.

Access After Hours:

For after-hours use, a key must be picked up in advance. Keys must be signed out from the library staff, and returned promptly in the book drop at the end of your event.

No one is available to open the Library after hours. Groups who have been issued keys are responsible for opening the meeting room. If no Library staff is present at the close of the event, groups using the room are responsible for turning off lights, securing the room, etc.