



# Manchester Library Meeting Room

Revised: 2012

The building housing the Manchester Branch of Kitsap Regional Library is owned by the Friends of Manchester Library (FOML). The Friends is 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: 38. No event will be booked that is reasonably expected to draw more people than the recommended occupancy for the space.

The room includes a refrigerator, microwave, TV and VCR, and coffee pot.

The room can be rented for a minimum of an hour and in additional increments of 30 minutes. The rental time should include setup and breakdown time.

## **Fees:**

The rental fee is \$20 per hour for use by governmental and commercial groups. The fee is \$15 per hour for use by non-profit groups. Use of special equipment (television, amplifier, etc.) adds \$5 per hour to the rental fee. Groups paying annually for at least 10 meetings will be offered a 20% discount on rates. A cleaning deposit is required if the meeting is catered or significant refreshments are to be served.

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.

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.