

DATE: 8/17/17

PUBLIC SERVICE

(3.9b) Meeting Rooms Before/After Hours

The Mendenhall Valley and Douglas Public Libraries offer large meeting room spaces that are available during the library's closed hours. This is possible because the majority of the library area at these two locations may be kept closed while access to the meeting rooms and restrooms remain available.

The Library's meeting room policy, 3.9, applies to all before and after hours use.

To ensure building security, a library staff member will be present for all before and after hours meetings. A \$50 per hour fee is charged to cover staff and building expenses. This fee must be paid at least 2 weeks prior to the meeting.

The minimum fee is for 1 hour if the meeting is held immediately adjacent to when the library closes or opens and 2 hours if not. After 2 hours, partial hours round up to the nearest half-hour.

Fees may be waived, at the discretion of the location's Branch Manager or Library Director, for meetings that have an on-the-clock CBJ staff member in attendance who is able to ensure building security for the duration of the meeting.

Fees paid are refundable for meeting cancellations up to one week prior to the meeting.

Reservations for before and after hours meetings must be made 3 weeks in advance. Reservations will be confirmed after staff are scheduled for the meeting. To place a reservation, please call the Library's administrative offices at 586-0448.