



Burlington Public Library

Burlington's Hub for Information and Ideas

Burlington Public Library Meeting Rooms -- Use Guidelines

Who may use the meeting rooms at the Burlington Public Library?

1. The **Burlington Rotary Community Meeting Room** at the Burlington Public Library is available, at no charge, for use by the following types of groups:
 - City Departments
 - Educational Organizations
 - Governmental Organizations
 - Non-profit Organizations

Reservations may be made up to six months in advance of the event, and for up to two occurrences per month.

Use of the Burlington Rotary Community Meeting Room does not imply endorsement by the library staff or Trustees of the mission or ideas of the sponsoring group holding the meeting, or the viewpoints presented.

2. The **Gentry Family Meeting Room** is available during regular library hours. There is no requirement of non-profit status for use of this room.
3. The **Language Lab/Study Rooms** are available during regular library hours. There is no requirement of non-profit status for use of these rooms.

What is the seating capacity of the meeting rooms at the Burlington Public Library?

1. The **Burlington Rotary Community Meeting Room (BRCMR)** can hold up to 150 people seated theater style, or up to 75 people seated at tables.
2. When the BRCMR is divided into the **Burlington Hill** and **Skagit River** side rooms, each room can hold up to 60 people seated theater style, or up to 30 people seated at tables.
3. The **Gentry Family Meeting** room can hold up to 8 people.
4. The **Language Lab/Study Room** can hold up to 2 people.

What are my responsibilities when I use the Burlington Rotary Community Meeting Room (entire room or Burlington Hill or Skagit River side)?

- You are responsible for the set up and take down of tables and chairs, leaving the room clear and clean.
- We ask that groups of more than 20 park in the lot to the Northeast of the current library (the old library parking lot).
- If your meeting continues after the library is closed, you have until no later than 10:15 PM to tidy the room, turn off all equipment and lights, and exit the building.
- If your meeting *begins* after the library is closed, please be sure to have one member of your group here before closing (8:00 PM Monday through Thursday, 5:00 PM Friday and Saturday).
- When exiting the building after regular library hours, please make sure the building is empty (including restrooms), and doors are closed firmly behind you as you leave.
- *For your comfort:* Please keep meeting room doors closed. Leaving the doors open, even just to welcome people as you begin, results in a very chilly room.

What do I need to know about use of the Audiovisual equipment?

- Microphones, projector, and laptop computer are available for use if needed.
- You may wish to practice using equipment prior to your scheduled event. If so, please call so we can tell you when the room is not in use. During your event, library staff will do their best to assist you, but we cannot guarantee that someone will be available.
- Please observe the following procedure when shutting off the LED projector:
 1. Press remote control “standby” button twice to turn off projector
 2. One red light indicates that the projector is off. *Note:* System will overheat if left on overnight.
- Turn off sound system’s master power switch on tower in the audio/video system closet.

More specific information is located both on the door of the audio/visual system closet on the Burlington Hill side, the door of the chair storage closet on the Skagit River side, and in a notebook located in the podium.

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