



whatcom county
library system

MEETING ROOM & FACILITIES USE POLICY

Attachment A - Schedule of Fees

POLICY AUTHORITY: Meeting Room and Facilities Use Policy 7.03.

Base Rental Fees (Rate covers 2 hours of use)			
Meeting Room	Capacity	Schedule A	Schedule B
Blaine Library Meeting Room	45	No Fee	\$30
Deming Library Meeting Room	58	No Fee	\$30
Ferndale Library Meeting Room	80	No Fee	\$30
Ferndale Library Conference Room	10	No Fee	\$25
Ferndale Library Study Room	4	No Fee	\$15
Lynden Library Meeting Room	80	No Fee	\$30
Lynden Library Conference Room	10	No Fee	\$25
Lynden Library Study Room	3	No Fee	\$15
North Fork Library Outdoor Side Lot	40' x 40'	No Fee	\$15
Point Roberts Library Meeting Room	30	No Fee	\$30
Additional Fees			
<p>The following is charged in addition to the base rental fee:</p> <ol style="list-style-type: none"> 1. Additional time incurs additional fees charged in two-hour blocks. 2. Before/Afterhours use fee will be assessed by WCLS, the building owner, or Friends of the Library group on a case-by-case basis. Staff time is assessed at \$20 per hour and subject to availability. 3. If special cleaning or repair is required as a result of use by a person or group, WCLS may charge the contact person an amount equal to the cost incurred by WCLS to return the meeting room to its previous condition. 			

Payment: Reservation requests will be held for six days. Payment must be collected before final approval of the meeting space. Payment may be made by cash or check at any WCLS Library location.

RELATED DOCUMENTS: Meeting Room and Facilities Use Administrative Procedure 7.03.01; Meeting Room and Facility Use Application 7.03.02.

ADOPTED by the Whatcom County Library System Board of Trustees May 17, 2016.

REVISED: July 20, 2021; August 21, 2018; March 28, 2017.