

Community Rooms

The Bellingham Public Library offers the use of several Community Rooms for informational, cultural, or civic meetings and programs.

In accordance with the Washington State Constitution, Community Rooms are not available for religious worship.

Space is made available on a first-come, first-served basis to individuals or groups who may request a reservation up to one year in advance.

Use fees vary, depending on whether the room will be used for Commercial or Non-commercial purposes.

Commercial: designation given to groups or individuals that receive a commercial benefit by using a Library Community Room. This may include active solicitation of donations, fund-raising activities, charging admission fees, offering money-making activities or promoting a commercial business. Meetings or programs do not have to be open to the public.

Non-Commercial: designation given to groups or individuals that receive no commercial benefit by using a Library Community Room. Meetings or programs must not require payment to enter, but passive solicitation of donations is acceptable. Meetings or programs do not have to be open to the public.

For a full copy of our Community Room Policy, visit our website at:

www.bellinghampubliclibrary.org

and click on “**Reserve a Room.**”

Community Room Procedures

Reservations

- You must be 18 years old to reserve a room.
- You may reserve a room in one of the following ways:

Online:
www.bellinghampubliclibrary.org
Click on “Reserve a Room”

Phone:
360-778-7189, Monday - Friday

- Reservations are not valid until confirmed by the Community Room Coordinator.
- Reservations may be made up to a year in advance.

Payment

- Payment of Community Room fees must be received 5 days prior to the reservation date. If payment is not received, the room will be open to other reservations.
- If reservations are made with less than 5 days notice, payment must be made by the day of the meeting.
- Same day use may be possible if rooms are available. Groups or individuals must complete the Community Room Registration form and pay before the room is used.
- Payment may be made by cash, check, money order, credit or debit card and may be paid at the Central Library during open hours or mailed to:
Bellingham Public Library
Attn: Community Room Reservations
CS-9710
Bellingham, WA 98227-9710
- Room preparation time by users is part of the paid time and is charged at the hourly rate.

Central Library Conference Room

Capacity: 10 people

Contains: Table and chairs, white board

Equipment available: overhead projector, DVD/VCR/TV monitor, and LCD projector, (request during reservation).

Size: 17' x 12' = 204 s.f.

Hours Available:

Monday - Sunday: 8 a.m. - 11 p.m.
Closed Holidays

For meetings that will occur when the library is closed, we will make arrangements for you to pick up a key card to access the building.

Fees:

Non-Commercial Use Fee: \$12.50 per hour

Commercial Use Fee: \$25.00 per hour



Central Library Community Room

Capacity: 106 people

Contains: Tables, chairs, blackboard, projection screen, LCD projector, kitchenette with small refrigerator and coffee percolator

Equipment available: overhead projector, DVD/VCR/TV, lectern, and standing microphone (request during reservation).

Size: 39' x 39' = 1,521 s.f.

Hours Available:

Monday - Sunday: 8 a.m. - 11 p.m.
Closed Holidays

For meetings that will occur when the library is closed, we will make arrangements for you to pick up a key card to access the building.

Fees:

Non-Commercial Use Fee: \$25.00 per hour

Commercial Use Fee: \$50.00 per hour



Fairhaven Branch Auditorium

Capacity: 201 people (seats 150 people)

Contains: Tables and chairs, kitchen with microwave and refrigerator

Equipment available: Projection screen

Size: 62' x 27' - 1,674 s.f.

Hours Available:

Monday - Sunday: 8 a.m. - 11 p.m. *

*Quiet use during library open hours.

When the library is closed, access will be through the side door at the top of the ramp, which will be programmed to unlock.

Fees:

Non-Commercial Use Fee: \$25.00 per hour

Commercial Use Fee: \$62.50 per hour



Fairhaven Branch Fireplace Room

Capacity: 45 people

Contains: Tables and chairs

Equipment available: Projection screen

Size: 19' x 41' = 779 s.f.

Hours Available:

Monday - Sunday: 8 a.m. - 11 p.m.

When the library is closed, access will be through the side door at the top of the ramp, which will be programmed to unlock.

Fees:

Non-Commercial Use Fee: \$18.75 per hour

Commercial Use Fee: \$37.50 per hour



Fairhaven Branch Northwest Room

Capacity: 30 people

Contains: Table and chairs

Equipment available: Projection screen

Size: 19' x 25' = 475 s.f.

Hours Available:

Monday - Sunday: 8 a.m. - 11 p.m.

When the library is closed, access will be through the side door at the top of the ramp, which will be programmed to unlock.

Fees:

Non-Commercial Use Fee: \$18.75 per hour

Commercial Use Fee: \$37.50 per hour



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