Reservable Spaces

Purpose
The Auburn Public Library makes meeting spaces and study rooms available to our patrons at its library facilities on E. Thach Avenue and N. Donahue Drive. This policy applies to both locations.

Guidelines
Use of reservable spaces is limited to Auburn Public Library cardholders in good standing.

Anyone using a reservable space must follow all established Library Board policies. Failure to comply with Library Board policies may result in suspension of privileges. The Library Director shall establish procedures for the use of library facilities as reservable spaces.

The number of people using a reservable space may not exceed the posted capacity of the space.

Furniture may not be arranged in a manner that obstructs exits, aisles, fire equipment, or accessibility features.

No City facility can be used for meetings by candidates for political office or for electoral rallies and/or meetings sponsored by a political party.

The names or addresses of the library are not to be used in handouts or advertising of any kind except as a source of location. No group or individual may use any library address as a mailing address and/or use any library phone number as a contact for information. Use of the City of Auburn or the Auburn Public Library logo is prohibited.

Smoking, alcoholic beverages, open flames, burning incense, and lit candles are not allowed.

Nothing may be attached, taped, hung, or otherwise affixed to walls, doors, or windows.

Available equipment and technology vary by reservable space. The Library does not guarantee the availability or compatibility of specific equipment or technology.

The Auburn Public Library reserves the right to refuse or revoke a reservation of any cardholder whose activities may be in direct conflict with the mission or values of the department or the City of Auburn. Groups or individuals reserving spaces must comply with all applicable federal, state and local laws and may not discriminate on the basis of race, national origin, sex, religion, age or disabled status.

Children under the age of twelve (12) must be accompanied by a cardholder who is at least eighteen (18) years of age.

All belongings must be removed when vacating the reserved room. Library staff are not responsible for loss or damage to personal items left in any library space.

Reservations

Library operations take priority over all other reservations.

Spaces must be reserved through the Library's reservation platform or Library staff, and the cardholder making the reservation must agree to the Reservable Spaces policy. The Library will make publicly available the details for each reservable space, including but not limited to relevant information about availability, capacity, reservation procedures, and any fees (if applicable).

Reservations may be made up to 30 days prior to the appointment.

Spaces may be reserved for any period of time up to four (4) hours. Additional time may be available at the discretion of staff.

Reservable spaces are not available during the final half-hour of the Library's operating schedule each day.

The reserving cardholder is expected to inform library staff if a space is no longer needed so that the room can be made available to others. If a user is fifteen (15) minutes late for a reservation, library staff may reassign the space to another cardholder. Failure to provide two (2) hours' notice of cancellation may result in suspension of privileges.

A space may be reserved for a maximum of two (2) active/upcoming reservations per week per library account. A week is defined as a Sunday - Saturday.

The cardholder who books the reservation must remain in the room for the duration of the appointment while the room is in use.

The Library reserves the right to charge fees for the use of any reservable space. All fees for the use of reservable spaces are non-refundable and set at the discretion of the Library. The Library reserves the right to establish and enforce minimum and maximum reservation periods for any room.

A reservation may not be transferred by a reserving cardholder to another person or group.

Room Condition and Damages

The reserving cardholder is responsible for leaving the room in a neat and orderly manner. Failure to do so may result in suspension of privileges.

The reserving cardholder will be held responsible for all damages to City property. Any repair, cleaning, damage or replacement costs will be assessed to the reserving cardholder at the library's discretion.

A library cardholder who reserves a space takes full responsibility for their own actions and the actions of anyone in the group and will be held accountable for damages or violations of Library policies.

Adopted 10.20.2026