



## COMMUNITY NIGHTS IN SCHOOL LIBRARIES: Low-cost meeting space for community groups



Seattle Public Schools and the City of Seattle have partnered to provide a new program that offers inexpensive meeting space for community groups and nonprofit organizations. It not only significantly expands the number of locations by making libraries at ALL schools available, but requests can all be done online.

### Highlights include:

- Libraries at all schools (94 locations and any future schools) are open for community reservations.
- Any local community group and nonprofit organization is eligible. It is not available for business or commercial uses nor for events that have admissions or fees.
- Organizations only pay a \$15.00 application fee per reservation (plus any requested custodial or heating and cooling). The standard \$27.65 per hour weekday rental fee is waived!
- Reservations are available from 6:00 – 9:00 p.m., Monday through Thursday during normal school calendar academic business days.
- Requests can now be done online! If you don't have a computer, a computer kiosk is available at every school.

### How to Participate:

- Go to SPS Building Rental webpage, and click on the "Community Nights" link. Here you can create a user account, submit requests, and find the SPS rules and regulations, including the payment process and insurance requirements.
- Before requesting space, organizations need to set up a user account. Once the users' profile is approved by SPS Building Rentals Office, they will be designated as a "Community Nights" user on their profile. Then users can go directly to [www.communityuse.com/default.asp?acctnum=397473838](http://www.communityuse.com/default.asp?acctnum=397473838), log-in, and submit requests.

### Overall rules and policies:

- Users will be governed by all aspects of the SPS's policies and rules including the following:
  - There is no community use of school buildings the first two weeks of the school year.
  - Community user dates are available on a first-come, first-serve basis after all other priority users have calendared their events (as nonschool related activities, community use dates are 4<sup>th</sup> in line).
  - Attendance is limited to 50 people per reservation.
  - No reservations can be made during breaks or on holidays. Uses will be cancelled if the building is closed for weather or other emergencies.
- All users must provide proof of coverage for Commercial General Liability Insurance with limits of \$1,000,000 and SPS named as an additional insured on any policy.
  - If a group does not have insurance, Seattle Department of Neighborhoods can help to identify organizations that could potentially provide umbrella insurance. Visit [www.seattle.gov/neighborhoods/districts/](http://www.seattle.gov/neighborhoods/districts/) to contact a Neighborhood District Coordinator who serves your area.
- Users who wish to reserve spaces outside the parameters of the "Community Nights" program can do so through the normal Building Rental process at the regular rental charges and fees.

### Questions?

Call SPS Building Rentals at 206 252-0640 or email building rentals at [buildingrental@seattleschools.org](mailto:buildingrental@seattleschools.org).