

WELCOME TO THE KETTLE FALLS PUBLIC LIBRARY!

The Kettle Falls Public Library building is owned by the City of Kettle Falls and is managed by the Libraries of Stevens County.

The Joan "Jo" Nullet Addition was completed in 2016 with revenue from a Community Development Block Grant awarded to the City of Kettle Falls, donations from the Friends of the Kettle Falls Public Library, the City of Kettle Falls, funding from the Libraries of Stevens County, and contributions from the greater Kettle Falls community.

The Kettle Falls Community Room and Kitchen may be rented by the public for events and meetings.



City of Kettle Falls
580 Meyers St
P. O. Box 457
Kettle Falls, WA 99141
(509) 738-6821
www.kettle-falls.com



Kettle Falls Public Library
605 Meyers St.
PO BOX 500
Kettle Falls, WA 99141
(509) 738-6817
www.thelosc.org

For more information, contact the
City of Kettle Falls.



Kettle Falls Public Library Community Room Rental Info

RENTING THE COMMUNITY ROOM

Reservations must be made at least **72 hours prior** to the requested date and can be booked up to two months in advance. All reservations depend on room availability. Events can be hosted in the Community Room outside of library business hours, including weekends and holidays. Some events may also take place during business hours.

Reservations are confirmed upon full payment of the rental fee and the signing of the corresponding agreement. The City of Kettle Falls reserves the right to cancel tentative reservations.

Maximum occupancy is 60 people.

FEES

\$50 – Up to 4 hours

\$60 – 4-8 hours

\$100 – Over 8 hours

\$40 – Kitchen

\$50 – Additional room cleaning charges

\$100 - Key Replacement Fee



AMENITIES

Community Room Rental Includes:

- 9 Round Dining Tables
- 60 Chairs
- Projector Screen
- Smart TV
- Access to
 - Free Library Wi-Fi
 - Central Court Yard
 - Restrooms

Kitchen Rental Includes:

- Refrigerator with Freezer
- Two stoves with Ranges
- Microwave
- Dishwasher
- Dishes:
 - 60 Place Settings including dinner plates, salad plates, soup bowls, and silverware
 - Coffee Mugs and Water Glasses
 - 10 Coffee/Tea Carafes
 - Pots and Pans

RESPONSIBILITIES

The renter is responsible for cleaning tables, sweeping, washing dishes, taking out garbage, and other basic kitchen clean-up, ensuring the room is returned to its original condition.

Groups composed of minors (under 18 years of age) must have a parent/guardian over the age of 21 sign the room rental form and chaperone the event at all times.

The renter assumes financial responsibility for any damage to the building or equipment beyond normal wear and is liable for any charges incurred by participants, including those for shared areas such as restrooms.

Any activities arranged by renters during library business hours should not interfere with library operations and staff duties.

