

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Community Meeting Room Policy
POLICY NUMBER: 6050

- 6050.1** The purpose of the Community Meeting Room is to provide facilities for educational and cultural activities that are a part of the Library program. The room may also be used by community groups or organizations (businesses, realty, and energy) that are educational or cultural in nature. The Board of Trustees has established the following conditions to govern the use of the Community Meeting Room.
- 6050.2** A fee of \$20 per hour for non-profit organizations and \$35 per hour for other groups is charged for each meeting or event held in the Community Meeting Room. The fee will be collected at time of application, and must be submitted at least two (2) weeks prior to use of the meeting room. The rental fee for applications submitted less than two (2) weeks will be non-refundable. The fee is waived for those meetings or events sponsored by the Library Staff or Board of Trustees. The fee will also be waived for the Friends of Placentia Library, the City of Placentia, and elected public officials for nonpartisan presentations.
- 6050.3** Application for use of the room will be made through the Circulation Department on the form provided for that purpose at least two (2) weeks prior to use of the meeting room. The department should be notified 24 hours in advance of any change in a scheduled meeting. No group may reserve the Community Meeting Room for more than three dates per application without approval by the Library Director.
- 6050.4** An administrative fee of \$25 will be incurred for cancellation notices less than two weeks in advance.
- 6505.5** Full room charges and an administrative fee of \$25 will be enforced for all No Shows on reservations with existing charges.
- 6505.6** Permission to use the room is not transferable.
- 6505.7** Upon reasonable notice, the Library reserves the right to require a group to reschedule or relocate within the facility if the Community Meeting Room is needed for a Library function.
- 6505.8** Organizations using the facility are responsible for moving the chairs from the storage area and for arranging them and other furniture. Chairs are to be returned to the storage area after meeting. If library staff is needed to set up or return furniture, an additional fee of \$20 per hour is charged.

- 6505.9** The person who signs the application form will be deemed an official representative of the group, and liable for any damage to library and facilities. The person signing the application form must be at least 18 years old.
- 6505.10** Permission will not be granted for religious services, Sunday school classes, or to formal religious groups and organizations.
- 6505.11** Permission to use the facilities will not be granted to an individual or group representing a single political party or political action group except that in the interest of civic enlightenment and public education, use may be granted for political meetings provided all factions are invited and/or represented at the given meeting.
- 6505.12** No meetings or activities will be held for the purpose of advancing any doctrine or theory subversive under the Constitution of the United States or the State of California.
- 6505.13** Meals may not be served in the Community Meeting Room. If light refreshments are provided, the kitchenette must be left clean. The Library does not have supplies available for serving refreshments.
- 6504.14** There is a \$50 refundable deposit/cleaning fee required at time of application.
- 6505.15** Alcoholic beverages are prohibited.
- 6505.16** Use of the Community Meeting Room does not constitute an endorsement of the policies or beliefs of the group by the Library Board of Trustees or Library Staff and furthermore, the Board and Staff will not be held responsible for any action undertaken or administered by any organization.
- 6505.17** Personal property brought to or into the Community Meeting Room by any user is done so at the user's risk.
- 6505.18** Permits may be revoked by the Library Director whenever there has been a violation of these rules.
- 6505.19** Community Meeting Room must be vacated when the library closes; a \$25 fee will be incurred every hour after the library is closed. Exceptions will require approval from the Library Director.
- 6505.20** If a question should arise on the interpretation of these regulations, the matter is subject to the final decision of the Board of Trustees. These regulations may be changed or amended at any time by the Board of Trustees.
- 6505.21** Capacity limitations: 135
- 6505.22** Organizations requiring the presence of a staff member, will incur the cost of \$25 per hour per staff, after closing hours.

6050.23 Equipment available for the Community Meeting Room

6050.32.1 100 Chairs

6050.23.2 15 8' Tables

6050.23.3 Kitchenette

6050.23.4 Sound System

6050.23.5 1 Lectern

6050.23.6 2 Flags (American and State flag)

6050.23.7 Writing Board (Requires special markers)

6050.23.8 Santa Chair (\$25 Rental Fee)

6050.23.9 Projector (\$15 Rental Fee)

6050.23.10 Piano (Cost of tune up)