

Placentia Library District

POLICY MANUAL

POLICY TITLE: Community Meeting Room
POLICY NUMBER: 6050

6050.1 The purpose of the Placentia Library District 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 that are educational or cultural in nature. The Board of Trustees has established the following conditions to govern the use of the Placentia Library District Community Meeting Room.

6050.2 A completed application, fees and deposit are required to reserve a date for the Placentia Library Community Meeting Room. Fees are as follows:

| RENTAL FEE | |
|--|---|
| Canopies (24 hr. period) | \$10.00 each |
| Folding chairs (24 hr. period) | \$1.25 each |
| Tables, 6' (24 hr. period) | \$8.50 each |
| Meeting Room (See Revised chart attached) | |
| - Non-profit Resident | \$35.00/hr. |
| - Non-profit Non-Resident | \$50.00/hr. |
| - Private/For Profit Resident | \$75.00/hr. |
| - Private/For Profit Non-Resident | \$100.00/hr. |
| - Administrative Fee (for cancellation notices less than two weeks in advance) | \$50.00 |
| - After hour fee / Staff attendee | \$40/hr., per staff with prior approval from the Library Director |
| - Projector | \$15.00 |
| - Set-up fee | \$35.00 |
| - Refundable security deposit / cleaning fee | \$100.00 |
| - Breakdown fee | \$35.00 |
| - No show fee | \$25 in addition to the room rental fee |

Fees and deposits are waived for meetings or events sponsored by the Library Staff or Board of Trustees. The fees and deposits will also be waived for the Friends of Placentia Library, the City of Placentia, and elected public officials for nonpartisan presentations.

Non-Profits shall provide a copy of 501(c)(3) and State of California Tax Identification Number.

- 6050.3** Application for use of the room will be made through the Administration Department on at least two (2) weeks prior to use of the meeting room. No group may reserve the Placentia Library District Community Meeting Room for more than three dates per application without approval by the Library Director.
- 6050.4** The Placentia Library District requires meeting room users to sign a Hold Harmless agreement. In addition, proof of insurance with General Liability of \$1,000,000 and an endorsement naming the Placentia Library District as additional insured is required no later than seven days after booking a meeting room. Failure to provide the required insurance and endorsement will cause forfeit of room reservation. Waiving of insurance requirement is at the discretion of the Library Director.
- 6050.5** Full room charges will be enforced for all “No Shows.”
- 6050.6** Permission to use the room is not transferable.
- 6050.7** Upon reasonable notice, the Library reserves the right to require a group to reschedule or relocate within the facility if the Placentia Library District Community Meeting Room is needed for a Library function.
- 6050.8** Organizations using the facility are responsible for setting up and returning the room to the condition it was found. If library staff is needed to set up or return furniture, an additional fee will be charged. Please see table under 6050.2 for additional fee information.
- 6050.9** 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.
- 6050.10** 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.
- 6050.11** 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.
- 6050.12** Sales of any type are prohibited in the Community Meeting Room.
- 6050.13** There is a refundable deposit/cleaning fee required at time of application. This deposit is nonrefundable for no shows, cancellations less than two weeks before the event rental. Please see table under 6050.2 for additional fee information.
- 6050.14** Alcoholic beverages are prohibited.

- 6050.15** Personal property brought to or into the Community Meeting Room by any user is done so at the user's risk.
- 6050.16** Renter is responsible for testing their own presentations and can coordinate a day with the Administration Department for a test run. Acceptable format is USB. IT assistance is not available.
- 6050.17** Permits may be revoked by the Library Director whenever there has been a violation of these rules.
- 6050.18** Community Meeting Room must be vacated when the library closes.
- 6050.19** 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.
- 6050.20** Capacity limitations: 68
- 6050.21** *The Community Meeting Room temperature cannot be adjusted.*
- 6050.22** Organizations requiring the presence of a staff member after closing hours depending on staff availability will incur an extra fee. Please see table under 6050.2 for additional fee information.
- Organizations are responsible for all pass through charges, including but not limited to:
- City personnel
 - Police services
 - Fire services
 - Cleaning services
- 6050.23** Equipment available for the Community Meeting Room
- 6050.23.1** Chairs
 - 6050.23.2** 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** Projector (Please see table under 6050.2 for additional fee information)
- 6050.24** Marketing/Publicity
- 6050.24.1** The Placentia Library District Library does not assume any responsibility to publicize or promote any outside group meeting and will not publicize outside groups' meetings on the Library's website or social media.

- 6050.24.2** Reserving groups may not post signage on library property.
- 6050.24.3** Use of Placentia Library District logo and likeness are not permitted.
- 6050.24.4** All promotional material produced by group/individual renting the meeting room must include the following statement:
 - “This meeting/event, its presenter(s) and organization(s) are neither sponsored by nor endorsed by the Placentia Library District.”

6050.25 Disclaimer: The Placentia Library District recognizes the rights of free speech and free assembly. Use of the community meeting room facilities by groups/individuals does not constitute an endorsement of the philosophies, practices, viewpoints or beliefs of the groups/individuals 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 the groups/individuals.