

Santa Clara City Public Library Meeting Room Policy - DRAFT

The Santa Clara City Library is committed to enriching and strengthening our community by providing opportunities for lifelong learning, discovery, and creativity. We achieve this through our skilled and friendly staff, our collections, and our physical and virtual spaces.

The Library has meeting rooms available for public use by groups or organizations for educational, cultural, intellectual, civic, or charitable activities.

- **Group Meeting Rooms are for groups under 15 people**
- **Community Rooms are large capacity rooms and depending on the room and room setup configuration can accommodate more than 15 people and as many as 125 people**
- **Study Rooms are for small, private groups of less than 4 people and are covered under a separate Study Room Policy**

Requests for the use of the meeting rooms will be approved according to the following priorities:

1. Library programs and meetings, including events co-sponsored by the Library with other community groups
2. Groups affiliated with the Library (e.g. The Library Foundation & Friends, Santa Clara County Historical & Genealogical Society, Pacific Library Partnership, etc.)
3. Other City of Santa Clara departments
4. Other governmental and civic entities directly serving Santa Clara City residents
5. Public, private, and registered not-for-profit educational, cultural, intellectual, civic, or charitable organizations
6. Other groups not described above and not excluded as provided in this policy

General Information & Rules for Use of Rooms

- Meetings or events booked by public, private, and nonprofit groups must be open to the general public and free to attend. City and affiliated group meetings, such as staff meetings and trainings, need not be open to the public.

- Groups using library meeting rooms must not discriminate against any individuals or groups of individuals because of race, religion, creed, color, national origin, sex, sexual orientation, gender identity, age, physical or mental disability, or citizenship.
- Meeting rooms may not be used for meetings that encourage, promote, or incite illegal activity or violence against or physical injury to individuals or groups of individuals.
- Private events or social uses such as parties and play groups by non-Library affiliated groups are prohibited.
- Commercial uses and advertising, admission fees, donations, raffles, collections, fees, or other sales are prohibited except as provided in this policy, including use by any organization making sales or solicitations for any type of product or service, including non-profit or community groups and for-profit or private business organizations.
- The City Librarian may approve use of meeting rooms for certain events, such as training workshops for which an attendance fee is charged or other activities that support the Library's mission where items are provided for sale. In these cases, the event organizer must collect all fees from registrants. The Library will not assist in collecting or processing such fees.
- Organizational dues or nominal amounts to cover the cost of refreshments may be collected. Library-sponsored or co-sponsored events for organizations whose purpose is to provide financial support to the Library (for example, The Library Foundation & Friends) may have collections during Library fundraising events, including book sales, lectures, and similar occasions.
- Use of meeting rooms must take place during Library business hours. Events should end at least 30 minutes prior to the Library's closing time, with sufficient time to ensure that the room is cleaned and restored to the condition in which it was found 15 minutes prior to Library closing time.
- Groups are responsible for the set-up and clean-up of the meeting room within the timeframe of each reservation. The room should be returned to the original condition it was made available. If clean-up by the group is not satisfactory or requires Library staff to stay past normal hours of operation, the individual/ community group will be charged for any labor and expenses incurred by the Library for staff overtime or to restore the community rooms to its original condition.

- Events must comply with all Library policies and should not interfere with Library operations. The Library must maintain a safe and reasonably quiet environment; public use of meeting rooms that, in the judgment of Library staff, interferes with Library operations will be required to immediately cease and may result in loss of privileges to use the room on future occasions.
- The Library's contact information cannot be used as an official address for any organization using the meeting rooms.
- Any publicity made by the group for the meeting should include the following disclaimer:

“The meeting space is provided as a community service by the City of Santa Clara. The City neither sponsors nor endorses this event nor the presenting individual or organizations.”

Written materials or online postings that do not include the disclaimer must be taken down and future use of meeting rooms may be prohibited.

- Groups are financially responsible for any damage to the room, furnishings, equipment, or library property. Loss or damage to Library property will result in assessed charges. Causing damage or failing to accept responsibility may result in loss of privileges to use the room on future occasions.
- The Library is not responsible for the loss or damage to individual or group property before, during, or after an event. The Library cannot store or oversee equipment and supplies for any group using the meeting rooms. Loss or damage to Library property will result in assessed charges.
- Failure to comply with the Library's policies, including the Behavior Policy, may result in loss of meeting room privileges.
- The Library reserves the right to attend any meetings held in the meeting rooms to ensure compliance with this policy.
- Light refreshments and non-alcoholic beverages are permitted in the meeting rooms.
- Meeting room users wishing to serve alcoholic beverages must receive advance approval from the City Librarian. Alcohol consumption by anyone under the age of 21 is prohibited at all times. If alcohol will be served, the individual making the reservation must be 21 years of age or older, and the individual is personally responsible to prevent

underage drinking at the event. The Library requires the responsible person to provide proof of host liquor liability insurance for events at which alcohol is served.

- No smoking, e-cigarettes, or vaping is permitted anywhere in the library.
- Decorations and presentation materials other than post-it self-stick paper cannot be posted on walls or windows. Any additional equipment must be furnished by the user and must be in accordance with the meeting room policy.
- Groups using the meeting rooms should help Santa Clara City with reducing solid waste by eliminating waste wherever possible, recycling, and reusing.

Reservations & Fees

- Reservations can be made during Library open hours Monday through Friday. An application must be submitted. No reservation is confirmed until the application has been approved and payment has been received. Approval is dependent upon intended use, availability, and agreement to abide by guidelines.
- **Telephone, email or online requests are tentative only and not considered confirmed until a completed and approved application is on file.** Meeting room applicants will be contacted upon approval. Requests will be granted in the order in which they are received under the previously listed priorities.
- The Library reserves the right to set dates and times during which applications will be accepted.
 - For Community Rooms, reservations may be made no earlier than three months prior to the meeting and no later than one week in advance of the meeting provided the room is available.
 - For group meeting rooms, reservations may be made no earlier than three months prior to the meeting up to the same day, provided the room is available.
 - The Central Park Library Board Room is reserved for staff use, reservations are not accepted ahead of time, but may be available on a first-come, first-served basis provided the room is available at staff discretion.
- The individual assuming responsibility for the meeting rooms must be 18 years or older and have a Santa Clara City Library Card in good standing.

- In case of a cancellation, the individual responsible for the meeting room reservation must notify the Library as soon as possible in order for the room to be made available to others.
- Fees are payable at the time the reservation is made and refundable if cancelled within one week of meeting date.
- **Groups are limited to one reservation per month per library.**
- The individual reserving the meeting rooms is responsible for the proper use of the room. Responsibility and use of the room is not transferable to another individual, organization, or alternate date.
- The Library reserves the right to modify or cancel reservations based on the operational needs of the Library and eligibility priorities outlined in this policy.
- Applications may be denied based on availability, frequency of requests for use, or other reasons that conflict with this policy and the purpose and priorities of the meeting rooms.
- Fees for non-library-affiliated meetings or events are subject to room rental reservation, processing, use and other fees as specified in the City of Santa Clara Municipal Fee Schedule and on the Room Reservation Application & Use Agreement.
- **Current Schedule of Fees and list of Community Rooms, Group Meeting Rooms and other rooms available for use can be found on the Library's website or upon request.**